

Space and Naval Warfare Systems Center San Diego, CA

SPAWAR



Systems Center San Diego

Performance Work Statement

**Mail and Travel
Support Services**

30 April, 2001

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C1 GENERAL INFORMATION

C1.1 Introduction

This Performance Work Statement (PWS) defines required performance for successful operation of the Mail and Travel function at the Space and Naval Warfare Systems Center, San Diego CA (SSC SD).

C1.2 Basic Information

C1.2.1 Scope of Work

The intent of this effort is to provide all management, supervision, labor, materials, and equipment necessary, except as specified in Section C.3 of this PWS and Government Furnished Property (GFP) and Services, as defined in this document. The effort includes the requirement to plan, schedule, coordinate, and assure the effective and efficient provision of Mail and Travel Services for SSC SD and serviced activities at the Point Loma Complex (PLC), Old Town Campus (OTC), and 32nd Street areas of San Diego as well as at North Island, and also travel services for SSC SD employees in other areas (i.e., Hawaii, Philadelphia, Chesapeake and District of Columbia.) The performance requires operation of facilities located at Building 58 and 87 at SSC SD. Maps and floor plans of these areas are located in Appendix A. The effort requires at a minimum, advising customers on mail and travel regulations and processes; serving as customers' advocate with outside mail and travel organizations; gathering, processing and distributing unclassified and classified incoming/outgoing mail and internal SSC SD mail; processing hard copy and electronic travel orders and electronic travel vouchers; providing travel-related training; coordinating the travel card program; and maintaining accurate and complete records including all files, documents and databases for both mail and travel operations. Specific requirements are provided in Section C.5 of this PWS. Additional requirements address performance to the standards in this contract, specifically the minimum standards of performance (MSP) also contained in C5. The estimated quantities of work are listed in Appendix H, Historical Workload. Furthermore, the Service Provider shall:

- Interface with the designated Contracting Officer's Representative (COR), and the Procuring Contracting Officer (PCO) as required and defined herein.
- Maintain strict control of all accountable documents as required by directives/references listed in Section C.6 – Appendix F.
- Ensure sufficient trained and cleared personnel are available to perform assigned tasking as stated in Section C.5.
- Comply with applicable Federal, State, and local laws, regulations, instructions, codes, directives, and publications.

C1.2.2 Command Mission

The SSC SD mission is to be the Navy's Research Development Test and Evaluation (RDT&E), engineering and fleet support center for Command and Control, Communications, Ocean Surveillance, and the integration of those systems which overarch multi-platforms.

The work of SSC SD ranges from basic research and prototype development through systems engineering and integration to life-cycle support of fielded systems. The personnel and mission of SSC SD's facilities, laboratories, and fleet communications capabilities require timely, accurate, responsive, and highly professional mail/travel support. General Organizational structure for SSC SD is provided in Appendix B.

C1.2.3 SSC SD Mail and Travel Center Customer Base

The SSC SD Mail and Travel Center provides direct support for approximately 5,000 personnel. Customers are mostly Government civil servants who work in 4 million square feet of building space.

C1.3 Personnel Requirements

C1.3.1 Basic Requirements

The Service Provider shall provide qualified personnel to accomplish the requirements of the contract during the term of contract performance. The Service Provider shall certify to the effect that its personnel are able to communicate orally and in writing, using the English language. All personnel must be legal residents of the United States. The Service Provider shall submit operating procedures addressing the procedures to be used in performing background check on all proposed personnel. These operating procedures must be updated at least annually or when circumstances warrant updating or changing. The Service Provider shall be required to certify that these procedures were utilized for all personnel performing under this contract. This certification shall be submitted to the COR prior to any individual commencing work. These operating procedures shall also address methods and procedures for ensuring sufficient “checks and balances” are implemented to prevent theft, fraud, waste, or abuse. Any instances of suspected theft will be turned over by Command Evaluation to the Naval Criminal Investigative Service (NCIS) for resolution. If the allegations are sustained, the Service Provider will be liable for all costs associated with the theft. The Service Provider will also comply with the Facility Access Determination provisions of SECNAVINST 5510.30A paragraph 7-6 for Service Provider personnel that will not have security clearances.

C1.3.2 Conduct

The Service Provider shall comply with Federal drug-free workplace and work force requirements. The Service Provider shall not utilize the services of any person in the performance of this contract whose presence or action(s) endangers the health, life, safety, and security of personnel or property.

C1.3.3 Appearance

Service Provider personnel shall present a neat appearance and be easily recognized. This shall be accomplished by wearing appropriate Service Provider designated Government-issued badges. All Service Provider employees shall dress appropriately for the workplace. The appropriateness of their dress should take into consideration such factors as safety, cleanliness, neatness, and professionalism. These factors are especially important since they are working with the public. Service Provider’s shirts shall not display illegal, offensive, obscene, profane, or lewd words or pictures. However, uniforms or shirts may display a company logo. In addition, the Service Provider shall ensure clothing worn by employees does not present a potential work hazard.

C1.3.4 Compliance with Federal, State, and Local Laws and Base Regulations

The Service Provider and its employees shall comply with all Federal, State, and local laws and local base regulations. Service Provider personnel shall wear appropriate safety equipment and follow appropriate safety procedures during the conduct of all duties. The Service Provider shall not employ any person who is an employee of the United States Government (either military or civilian), if the employment of that person would create a conflict of interest or the appearance of a conflict of interest as prescribed in Joint Ethics Regulation (JER).

C1.3.5 Key Personnel

The Service Provider shall provide an on-site supervisor and alternate for administration and technical supervision of Service Provider employees. The on-site supervisor shall be the Service Provider's primary representative and have the Service Provider's full authority to act on matters pertaining to the performance of services under this contract. The alternate shall have equal authority in the absence of the on-site supervisor. The on-site supervisor and alternate shall have a Final SECRET clearance and any authorized access requirement found on the DD254 specifically NATO. This requirement may be met after contract award. The on-site supervisor and/or alternate shall have, at a minimum, the following responsibilities:

- Be responsible for the overall performance of all services required by this contract.
- Have the authority to act and make binding decisions for the Service Provider.
- Meet with Government personnel designated by the PCO or the COR to discuss immediate problem areas.
- Be available during normal business hours.

C1.3.5.1

C1.4 Performance Evaluation Meetings

During the first six months following the Phase-In period of the Contract, the on-site supervisor shall meet at least once per week with the COR. Thereafter, meetings shall be held as often as deemed necessary by the COR and/or the PCO. At these meetings, a mutual effort will be made to resolve any and all problems identified. These meetings may be face-to-face or by phone or conference call as appropriate. The COR will develop written minutes of these meetings. The Service Provider and the COR shall sign the written minutes of these meetings and provide a copy of the minutes to the PCO. Should the Service Provider not concur with the minutes, the company representative shall submit in writing (within three (3) working days) to the PCO any issue, which is still unresolved. Whenever a Contract Discrepancy Report (CDR) is issued, a mutual effort will be made to resolve all problems identified.

C1.5 Service Provider Customer Service Quality Plan

The Service Provider shall prepare and maintain a Customer Service Quality Plan (CSQP) and implement a Customer Service Quality Program. The purpose of the program is to assure the quality parameters contained herein regarding the provision of mail and travel services for SSC SD customers. A copy of the CSQP shall be kept on site and available to the Government upon request. The CSQP shall address, at a minimum, the performance requirements in C5. The CSQP shall be available for the PCO for review not later than (NLT) the pre-performance conference. An updated copy must be available for the COR on the contract start date and as changes occur.

C1.6 Government's Quality Assurance Surveillance Plan (QASP)

C1.6.1 Contracting Officer's Representative

The COR is a special assistant to the PCO responsible for the monitoring and surveillance of the Service Provider's performance IAW the terms of this contract. The COR will monitor, assess, record, and report on Service Provider technical performance under this contract IAW the procedures, methods, and guidelines set forth in the Quality Assurance Surveillance Plan (QASP). The COR will work closely with on-site supervisor and is authorized direct liaison with Service Provider personnel. The COR will be designated in writing to the on-site supervisor. Government verification and quality surveillance shall not constitute acceptance, nor replace Service Provider responsibility to take all actions necessary to assure the required quality of service rendered.

C1.6.2 Incomplete or Defective Performance

The COR shall be responsible for continuous observations of the Service Provider's performance under this contract. The COR will record all observations of incomplete or defective performance, or safety and health standards violations. The COR will issue written notices to the Service Provider of these observations. The Service Provider shall reply, in writing, to the COR or PCO within five workdays after receipt, explaining reasons for the existing conditions, the corrective action, and procedures taken to prevent recurrence.

C1.7 Security Requirements

The Service Provider shall comply with all security requirements to safeguard classified materials and provide physical security as described in SECNAVINST 5510.36 and applicable SSC San Diego Security Handbooks.

C1.7.1 Physical Security

The Service Provider shall maintain physical security of assigned facilities and ensure they are locked and secured when not occupied to prevent unauthorized entrance.

C1.7.1.1 Key and Entry Badge Control Plan

The Service Provider shall establish and implement a key control plan for ensuring that all keys and entry badges issued to the Service Provider by the COR are controlled and accounted for, and are not lost, misplaced, or used by unauthorized personnel. Provide a copy of this plan to the COR 45 days after contract award. No keys issued to the Service Provider personnel by the COR shall be duplicated.

C1.7.1.2 Key and Entry Badge Loss Reporting

The Service Provider shall verbally report the loss of any key or entry badge as soon as possible, but not later than 12 hours from discovering the loss to the COR and follow-up in writing to the COR within 24 hours of occurrence or at the beginning of the next scheduled workday, whichever occurs first. The verbal and written reports shall include the identification of the areas or spaces controlled by the said key or entry badge as well as the circumstances surrounding the loss.

C1.7.1.3 Key and Lock Replacement

If a standard key is lost, at the discretion of the COR, the Government will replace the lock for that room and the total contract price may be adjusted accordingly. In the event the Service Provider loses a master key, the Government will replace all locks and keys controlled by the said master key at the Service Provider's expense.

C1.7.1.4 Not used

C1.7.1.5 Lock Combinations

The Service Provider shall establish procedures to ensure lock combinations are not revealed to unauthorized persons and ensure the procedures are implemented. In accordance with SPAWARSYSCEN San Diego Instruction 5530.4, *Physical Security Plan* the Service Provider shall ensure that Standard Form 702, *Security Container Check sheet* is on safes used to store classified material.

C1.7.2 Information Security

SSC SD mail operations involve gathering, processing and delivering classified material; therefore, the Service Provider shall participate in all SSC SD programs and procedures to protect classified materials as described in the SSC San Diego security handbooks.

C1.7.3 Individual Clearances

A security requirement of this contract is that the service provider possesses, or will obtain, a secret facility clearance. If the contractor does not possess a Secret facility clearance at time of contract award, then SSC San Diego shall request from the Defense Security Service (DSS) a Secret facility clearance in compliance with the

attached DD 254. Access requirements for this contract includes personnel with Secret clearances and briefings into the appropriate special access programs as defined on the DD 254. These cleared personnel shall be required to be on-site at all times while executing the Mail service function of the contract.

C1.7.4 Service Provider Picture Badge and Automobile Decal

At least 10 days before the start of the performance period, the Service Provider shall provide the ID/ Access and Administrative Services Office, D03541, a Visit Authorization Letter (VAL) in compliance with the guidance found in the National Industrial Security Program Operating Manual (NISPOM), DoD 5220.22-M. A picture badge will be issued to Service Provider personnel by D03541 upon receipt of both the VAL and a *Picture Badge Request* provided by the COR. An automobile decal will be issued by D03541 upon presentation of a valid SSC San Diego picture badge, valid vehicle registration and drivers license, and current proof of insurance. The Service Provider assumes full responsibility for the proper use of all SSC San Diego badges and automobile decals, and will return all badges and automobile decals to D03541 upon termination of personnel, or expiration or completion of the contract. If badges and automobile decals can not be returned, the Service Provider shall forward to D03541 a list of all badges and decals not returned, with a written explanation of their failure to comply with the PWS.

C1.7.5 Service Provider Personnel Listing

The Service Provider shall provide and maintain up to date visit request information on current employees. The list shall include employee's name, social security number, and level of security clearance, including special access levels. The list shall be validated and signed by the company Facility Security Officer and provided to the PCO prior to the contract start date. Updated listings shall be provided when an employee's status or information changes.

C1.7.6 Employee Training

The Service Provider will provide training to ensure Service Provider employees completely understand services and other requirements of this SOW.

C1.8 Administrative Requirements

C1.8.1 Hours of Operation

C1.8.1.1 Work Week

All of the effort under this contract will be performed on a Government installation. The normal workweek for Government employees at SSC SD is Monday through Thursday 7:15 AM to 4:45 PM and Friday 7:15 AM to 3:45 PM with every other Friday being a non-work day. Overtime pay shall not be used to meet these hours of operation. The Service Provider shall perform work at this Government installation within the normal work hours at SSC SD. The following is a list of holidays observed by the Government:

<u>Holiday</u>	<u>Day of Observance</u>
New Year's Day	1 January
Martin Luther King Jr. Day	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	4 July
Labor Day	First Monday in September
Columbus Day	Second Monday in October

Veteran's Day	11 November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	25 December

In the event any of the above holidays occur on a Saturday or a Sunday, then such holiday shall be observed by the Service Provider in accordance with the practice as observed by the assigned Government employees at the using activity.

C1.8.1.2 Overtime

This contract does not allow for payment of overtime during the normal workweek for employees who are not exempt from the Fair Labor Standards Act unless expressly authorized by the PCO. Under federal regulations the payment of overtime is required only when an employee works more than 40 hours during a week. Therefore, during the SSC SD off-Friday (36 hour) week overtime will not be paid for non-exempt employees. During the work-Friday week (44-hour) the Service Provider is to schedule work so as not to incur overtime charges during the normal workweek unless authorized in writing by the Government to do so. An example of this would be for Service Provider personnel to work during the hours of 7:45 AM to 4:15 PM Monday through Thursday and 7:15 AM to 3:45 PM Friday during the work-Friday week. The Service Provider may also elect to configure the workforce in such a way that no single employee exceeds 40 hours during a normal week even though normal SSC SD hours are maintained both weeks. The Service Provider shall be required to respond to emergent travel and Mail Center requirements. The Government anticipates approximately 275 hours of overtime to be utilized during the first year of performance.

C1.9 Sanitation and Cleanliness

The Service Provider shall maintain all assigned space(s) in a neat, clean, orderly, and sanitary condition. The premises shall be kept free at all times from accumulations of waste material and/or debris resulting from work performed under this contract. Government personnel will conduct unscheduled and scheduled fire safety and health inspections in these areas. The Service Provider shall be responsible for correcting any discrepancies identified.

C1.10 Safety and Environmental Requirements

C1.10.1 Safety and Environmental Plan

The Service Provider shall prepare, submit to the COR 45 days after contract award and maintain throughout the period of the contract, a Safety and Environmental Plan. The Service Provider shall ensure all environmental and safety program provisions meet the requirements of Federal, NAVOSH, State, and local regulations, rules, and laws. With proper clearances, EPA and OSHA officials may enter the facility to enforce Federal and State standards. The written plan shall include the details of the Service Provider's safety organization, responsibilities, method of program implementation, and how hazards and deficiencies shall be identified and corrected. It shall detail employee's responsibilities for protection of Government property and safety of others, employee's responsibilities for reporting all mishaps, and establish procedures for reporting or correcting unsafe conditions, hazards, or practices. The plan shall also contain mishap notification and reporting procedures.

C1.10.2 Reporting of Unsafe/Hazardous Conditions

The on-site supervisor shall verbally inform the COR of any unsafe or hazardous conditions immediately upon becoming aware of the condition, and in writing within one workday. If the condition is within the scope of the Service Provider's responsibility, the Service Provider shall correct the unsafe condition and notify the COR.

C1.10.3 Hazardous Materials (HAZMAT)

The on-site supervisor shall verbally inform the COR and the SSC SD Safety Office immediately of the occurrence of any HAZMAT spills or accidents. The on-site supervisor shall verbally inform the COR of all

types of injuries and illnesses (first aid, limited duty, lost time and fatality) sustained by a Service Provider employee arising out of and in the course of his or her employment. The Service Provider shall provide a detailed written report within 24 hours or as directed. The Service Provider shall comply with OSHA, EPA, NAVOSH, and other regulatory agency requirements for record keeping and reporting of all incidents. The Service Provider shall provide the Safety Office with copies of all material safety data sheets (MSDS') for HAZMAT used. The Service Provider shall be solely liable for any penalties or fines incurred as a result of any infractions under 49 Code of Federal Regulations (CFR).

C1.10.4 Fire Preparedness and Fire Prevention

The Service Provider shall comply with base fire emergency instructions during fire alarms. All Service Provider employees shall observe all the requirements and directives for the handling and storage of combustible waste and trash.

C1.10.5 Emergency or Natural Disaster

If a national emergency or natural disaster occurs and results in an increase of work directed by the PCO in excess of that identified in this contract, and an increase in cost of performance occurs, the Service Provider may be entitled to an equitable adjustment. The Service Provider shall assume that SSC SD cannot provide supplemental capabilities and continues to require the same or additional performance, which the Service Provider shall be required to meet.

C1.10.6 Safety

The Service Provider shall monitor its employees and ensure that they are following all safety regulations particular to their work areas. The Service Providers shall ensure that its employees wear appropriate safety equipment and clothing, are familiar with all relevant emergency procedures should an accident occur, and have access to a telephone and telephone numbers, to include emergency telephone numbers, for the SSC SD facilities where work is performed.

C1.11 Administrative Support

C1.11.1 Maintain Reference Material

The Government will turnover to the Service Provider its current technical manuals, publications and other materials and references at the start of the contract's period of performance (POP). Thereafter, the Government will provide the Service Provider with all pertinent publications as they become available as well as those manuals and materials related to any equipment and/or facilities provided to the Service Provider by the Government within the POP. The Service Provider shall be responsible for maintaining these manuals, publications and other materials. Upon termination of the contract, the Service Provider shall return the reference library to the Government.

C1.11.2 Continuity of Operations

C1.11.2.1 Phase-In and Phase-Out Provisions

The Service Provider shall provide a plan describing actions, plans and procedures to ensure: (1) a smooth transition from contract award to full operational status, and (2) a smooth transition from current contract performance to performance by a different Service Provider in a follow-on period. Phase-out plans shall include provisions for completion of appropriate Service Provider responsibilities should there be a contract termination proceeding.

C1.11.2.1.1 Phase-In

Service Provider transition shall be accomplished with the objective of becoming self-sufficient NLT 60 days from contract award. The Service Provider's transition schedule shall provide for an assumption of the Mail and Travel responsibilities.

C1.11.2.1.2 Phase-Out

The Service Provider shall present a detailed plan for any phase-out period, regardless of precipitating reasons. The Service Provider shall coordinate activities with the incoming Service Provider to effect a smooth and orderly transition at the end of the contract period. The Service Provider shall remove all Service Provider Furnished Equipment (CFE), equipment, tools, parts, and belongings from the Government-furnished spaces by midnight on the last day of the contract. Additionally, these spaces shall be left in a neat, clean, orderly and sanitary condition as provided for during the contract. The Service Provider shall return the equipment inventory shown in Appendix I, Government Furnished Equipment, to the PCO designee. The Service Provider shall restore the supplies and other inventory shown in Appendix J, Government Furnished Supplies, to a 30-day supply. The Government reserves the right to conduct site visits to all Service Provider operated facilities in conjunction with the solicitation of offers for the follow on contract. In the event the follow-on contract is awarded to other than the incumbent, the incumbent Service Provider shall cooperate to the extent required to include training and access to files to permit an orderly changeover to the successor Service Provider. With regard to the successor Service Provider access to incumbent employees, a recruitment notice may be placed in each facility. The Service Provider shall and the COR will jointly inventory tools prior to the close of contract. All tools shall be replaced at this time or Service Provider's payments reduced to reflect lost, stolen, or unserviceable tools replacement values. Normal wear and tear replacement shall be at Government expense.

C1.11.2.2 Strike Contingency Plan

The Service Provider shall prepare a strike contingency plan for the continuation of services required by this contract in the event of a work stoppage, slow down, or similar action by Service Provider or sub-contractor employees. The Service Provider's plan shall also provide for the continuation of sub-contractor services in the event that a sub-contractor is unable to satisfactorily implement its strike contingency plan. The Service Provider shall maintain a copy of this plan on site. Due to the critical importance of this service contract, the Government reserves the right to take over performance of this contract in the event of a labor strike by the Service Provider's employees.

C1.11.2.3 Service Provider Non-Performance

Due to the critical importance of this service contract, the Government reserves the right to take over performance of this contract in the event of a period of non-performance, (i.e., bankruptcy, default) by the Service Provider's employees exceeding three workdays after the Service Provider fails to implement its strike contingency plan. In such event, exclusively Government appointed employees and not a mix of Government and non-striking Service Provider employees shall perform the services. At the direction of the PCO, the Service Provider agrees to remove non-striking work force personnel from the performance site and not to interfere in any way with Government performance. The Service Provider further agrees, under such circumstances, to permit the Government to use any essential Service Provider-furnished property. The Government shall equitably compensate the Service Provider for the use of such property.

C2 Section Acronyms and Definitions

C2.1 Acronyms

APC	Activity Program Coordinator
CASS	Coding Accuracy Support System
CO	Commanding Officer
CONUS	Continental United States
COR	Contracting Officer's Representative
CDR	Contract Discrepancy Report
CTO	Commercial Transportation Office
DFAS	Defense Finance and Accounting Service
DoD	Department of Defense
DoN	Department of the Navy
DSS	Defense Security Service
DTS	Defense Travel System
EFT	Electronic Funds Transfer
GFP	Government Furnished Property
ITO	Invitational Travel Orders
JFTR	Joint Federal Travel Regulations
OPNAV	Office of the Chief of Naval Operations
OSHA	Occupational Safety and Health Administration
PCO	Procuring Contracting Officer
PCS	Permanent Change of Station
PSD	Personnel Support Detachment
PWS	Performance Work Statement
QA	Quality Assurance
QAE	Quality Assurance Evaluator
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
RITA	Relocation Income Tax Allowance
SATO	Scheduled Airline Traffic Office
SECNAV	Secretary of the Navy
SSIC	Standard Subject Identification Codes
TAD	Temporary Additional Duty
TDY	Temporary Duty
TM	Travel Manager
TSO	Travel Services Office

C2.2 DEFINITIONS

CASS. Correspondents are asked to use a CASS when addressing mail. This verifies the proper address format – ZIP+4 and the bar code - is being used. This allows the USPS to sort and distribute mail efficiently and quickly.

Command. A military unit, under the leadership of a Commander or Commanding Officer, with a defined chain of command and mission.

Command Correspondence. Official business mail addressed to or from SSC SD.

Commercial Transportation Office (CTO). The CTO is primarily responsible for making travel arrangements (airline ticketing, lodging reservations, car rentals) for authorized travel orders.

Continental United States (CONUS). Within the 48 states on the North American continent. Excludes Hawaii and Alaska.

Contract Discrepancy Report (CDR). A written report notifying a Service Provider that his performance is not in compliance with the standards in the PWS.

Contracting Officer's Representative (COR). A technical representative designated by the PCO to perform specific technical or administrative functions. The COR provides technical direction and guidance as necessary with respect to the performance work statement and monitors the performance of work under the contract. The COR is not authorized to make any commitments or changes that will affect price, quality, quantity, delivery or any other term or condition of the contract. For purposes of this PWS, the term "COR" is used generically and may actually refer to multiple CORs, technical assistants, or technical representatives.

Contractor. A private company that bids on the work outlined in the PWS.

Defense Finance Accounting Service (DFAS). A government organization that reviews, pays and audits travel vouchers.

Operating Location (OPLOC). Location of the cognizant DFAS accounting Service Center

Performance Work Statement (PWS). Describes the work to be performed, including results or outputs. The PWS is the basis for the resulting solicitation and the Government's proposal for performing the required work.

Permanent Change of Station (PCS). The transfer of a military service member or Government employee from one duty station to another on a permanent (non-temporary) basis.

Personnel Support Detachment (PSD). The PSD Point Loma office that supports individual transportation functions, including passports and overseeing the CTO.

Procuring Contracting Officer (PCO). A person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. Responsible for ensuring performance of all necessary actions for effective contracting, ensuring compliance with the terms of the contract, and safeguarding the interests of the United States in its contractual relationships.

Quality Assurance (QA). Functions, including inspection, performed to determine whether a Service Provider has fulfilled the contract obligations pertaining to quality and quantity.

Quality Assurance Evaluator (QAE). An individual responsible for evaluating the performance of work performed under the PWS.

Quality Assurance Surveillance Plan (QASP). Describes procedures the Government will use to ensure that the actual performance of a successful Service Provider's proposal meets the requirements of the Performance

Work Statement. The QASP also forms the basis for the Post-Most Efficient Organization Review, which is an evaluation of performance of commercial activities that are retained in-house.

Quality Control (QC). The process the Service Provider or MEO uses to ensure that their performance meets the quality standards specified in the PWS.

Service Provider. The successful bidder of the services described in this PWS as a result of the Commercial Activities process. This could be either the Government Most Efficient Organization or a commercial firm responding to this solicitation.

Standard Subject Identification Codes (SSIC). Standard codes used throughout the Department of the Navy for categorizing and classifying information by subject area, and for segregating and filing correspondence and records.

Temporary Additional Duty (TAD). The assignment of an active duty member to a temporary work site or position away from his/her permanent duty station.

Temporary Duty (TDY). The assignment of an employee or active duty member to a temporary duty away from his/her work site.

C3 Government Furnished Items

C3.1 Government Furnished Items

The items listed in this Section of the PWS are provided to the Service Provider for use only in performance of the tasks outlined in Section C.5.

C3.2 Service Provider Accountability

The Service Provider is responsible for maintaining control of Government furnished items. All items listed in Appendix I shall be returned to the Government in their original operating condition. Any changes to the items listed require approval of the Government.

C3.3 Use of Government-furnished Property

The use of the Government furnished property shall conform to the intended use of the property. Use of Government furnished property shall not be made for personal gain or enjoyment. All items shall be used or operated for their intended purposes only.

C3.4 Government-furnished Specialized Information Systems

The items listed below are provided by the Government for use by the Service Provider. These items are specialized software items developed by the Navy or SSC SD for the specific tasks referenced in the right-most column of the table. These items are provided free of charge to the Service Provider. Any Service Provider changes to these items require Government approval. At the completion of the contract all software items shall be returned in their original operating condition.

Item	Qty	Condition	PWS Section
Travel Manager software	1	Good	C5
Address Database System software (in MS Access)	1	Good	C5
Envelope Manager software	1	Good	C5
DFAS Audit Software (in LOTUS NOTES)	1	Good	C5

C3.5 Government Furnished Facilities

The Government will provide adequate office space to perform the specific tasks outlined in Section C.5 of this PWS. See Appendices D and E for diagrams of Government provided workspaces.

C3.6 Employee Vehicle Parking

Parking for Service Provider personnel is available in authorized areas on a first-come, first-served, space-available basis. The Government reserves the right to change parking arrangements at any time. Delivery vehicles have reserved parking adjacent to building 58, next to loading dock.

C3.7 Government Furnished Equipment

The Government will provide equipment such as desks, chairs, computers, monitors, printers, and other office equipment required for performance of the specific tasks outlined in Section C.5 of this PWS. These items are provided free of charge to the Service Provider. Any Service Provider changes to these items require Government approval. At the completion of the contract all items shall be returned in their original operating condition. A listing is provided in Appendix I.

C3.8 Government Furnished Supplies

The Government will provide all office supplies required to perform the specific tasks outlined in Section C.5 of this PWS for an initial 30-day period. Replenishment of office supplies after the initial 30-day period is the responsibility of the Service Provider. At the end of the contract, the Service Provider will supply a 30-day supply of office supplies. Appendix J is a list of Government provided material and represents a nominal 30-day supply.

C3.9 Government Furnished Postage

The Government will provide, at no cost to the Service Provider, appropriate postage required for meeting the requirements in section C5 of this PWS.

C3.10 Government Furnished Instructions Library

In addition to the items listed above, the Government shall provide the Service Provider access to and use of the instructions and regulations library. It is the Service Provider's responsibility to keep current of all instructions and regulations.

C3.11 Survey of Property/Shortages

C3.11.1 Service Provider Liability

Subject to the terms of this contract and the circumstances surrounding the particular case, the Service Provider may be liable for shortages, loss, damage or destruction of Government-furnished property.

C3.11.2 Lost, Stolen, Damaged, or Destroyed GFP

The Service Provider shall report immediately to the COR lost, stolen, damaged or destroyed GFP including those determined by periodic inventory. The Service Provider shall cooperate fully in any survey investigation conducted by the Government to determine whether relief of responsibility or liability is held to the Service Provider.

C3.11.3 Disposition Documentation

The Service Provider shall prepare and forward to the COR, a Financial Liability of Property Loss Form (DD Form 200) along with complete written justification and explanation for the loss, damage, or destruction of GFP within five working days of discovery or suspicion of discrepancy.

C3.11.4 Replacement of Government-Furnished Property

Pursuant to a Service Provider's admission of responsibility or a finding of liability as a result of survey investigation approved by the COR, the Service Provider shall replace GFP at no expense to the Government. Title of replaced equipment will be vested in the Government.

C3.12 Government Furnished Property Security

The Service Provider shall be responsible for safeguarding all GFP in Service Provider work areas. At the close of each work period, the Service Provider shall secure all Service Provider work areas. The Service Provider shall establish and implement methods of ensuring that no keys are lost, misplaced or used by unauthorized persons.

C3.13 Maintenance and Repair and vehicle fuel Responsibility

Subsequent to inventory, acceptance, and turnover, the Service Provider shall be responsible for all operation and minor maintenance (e.g., battery replacement). Equipment requiring periodic maintenance or repair shall be made available to the government for accomplishment of such maintenance if required at no cost to the Service Provider. The condition of the equipment provided by the Government does not relieve the Service Provider of any responsibility to provide services as required in this PWS. The Service Provider is to notify the COR immediately of any unserviceable GFE. The Government will furnish fuel for the vehicles performing services in the PWS.

C3.14 Government Furnished Services

C3.14.1 Housekeeping Services

The Government will provide scheduled custodial services for the Government-furnished facilities. Typical services include floor care, cleaning of bathrooms and kitchen areas, trash removal and similar light housekeeping services.

C3.14.2 Grounds Maintenance

The Government will provide scheduled grounds maintenance for the Service Provider's Government-furnished facilities. However, the Service Provider shall maintain the general cleanliness of the exterior areas surrounding all Government-furnished facilities provided for their use.

Outside storage shall be maintained in a neat and orderly manner. Dumping or storage of empty trash containers or salvage on the premises is not permitted.

C3.14.3 Refuse and Pest Control

The Government will provide all necessary refuse collection, and pest control services for Government-furnished facilities. The Government will determine the level and schedule of these services. The Service Provider shall notify the COR when a need for pest control services is detected.

C3.14.4 Recycling Service

The government will provide the Service Provider with basic recycling services as part of the base-recycling program. The Service Provider will fully comply with recycling program instructions for disposing of recyclable materials.

C3.14.5 Utilities

The Government will provide the following existing utilities as Government-furnished facilities: water, sewer, electric, and gas service. The Service Provider shall ensure all staff practice utilities conservation. The Service Provider shall be responsible for operating under conditions that prevent waste of utilities and support Navy energy conservation standards.

C3.14.6 Telephone service

The Government will provide telephone equipment and services required for performance only of the specific tasks outlined in Section C.5 of this PWS. All phone service will only be used for official government business. This includes local and long distance service, the electronic voice mail system associated with the phones (AUDIX) as well as access to the Defense Switched Network (DSN) service. Additionally the Service Provider is directed to use the Government telephone long distance service (DSN) when ever possible to minimize costs.

C3.14.7 Security and Fire Protection

For all on-base facilities, the Government will provide regional security police and fire protection to the extent necessary to ensure security and safety.

C3.14.8 Fire and Safety Training

The Government will provide fire and safety training to the on-site supervisor and alternate as required by the Navy Occupational Safety and Health Program instruction and applicable SSC SD instructions.

C3.14.9 Emergency Ambulance Transport

The Government will provide emergency ambulance transport of Service Provider staff who require such transport because of an accident or illness that occurs while on a Government installation. The Service Provider employee will be transported to the nearest medical facility capable of caring for the condition.

C3.14.10 Inspections

Facilities shall be subject to Government inspection without notification. Violations found during inspections shall be provided in writing by the government to the Service Provider, who shall provide written details of corrective action taken to the COR within ten working days after receipt of notification of fire, safety and environmental violations.

C4 Service Provider Furnished Items

C4.1 Service Provider Furnished Items

The Service Provider is responsible for furnishing all labor, materials and equipment required for the performance of work described in Section C.5 of this PWS that is not identified in Section C.3 as furnished by the Government. All equipment to which the Service Provider has acquired title shall be clearly and permanently marked with the Service Provider's name or logo for ready identification.

C4.2 Unserviceable Service Provider Equipment

Service Provider furnished equipment or items that are inoperable or unserviceable for whatever reason including failure to meet Federal, State, or local safety requirements, shall be repaired or removed from SSC SD within two working days after failure.

C4.3 Ownership

Component replacement parts which are placed on equipment and facilities shall become the property of the party (Government or Service Provider) holding the title to the equipment or facilities. The Service Provider shall not remove parts or materials from Government property at the termination of the contract.

C4.4 Permits

The Service Provider shall obtain all permits and licenses required for performance of work and compliance with applicable Federal, State, and local laws. Therefore, the Service Provider shall provide proof of these permits and licenses (for example California State drivers licenses for mail delivery drivers) to the contracting officer's representative prior to commencing work.

C5 Technical Requirements

C5.0 General Requirements

The Service Provider shall manage the total work effort associated with the Mail and Travel Services operations and shall provide personnel with management expertise to ensure the performance of work according to efficient management practices. The specific services to be provided are:

Section C5.1	Mail Services
Section C5.2	Unclassified and Classified CO Mail
Section C5.3	Official Mail Manager
Section C5.4	Travel Services

Administration of these services includes familiarity with and adherence to Department of Defense, Navy, United States Postal Service (USPS) and SSC SD regulations and instructions. Guidelines are outlined for each aspect of the support services listed. A comprehensive listing of references to these guidelines are provided in Appendix F.

Workload numbers for the activities listed for all Sections are provided in Appendix H.

C5.1 Mail Services

The following tasks include processing of incoming, outgoing, internal SSC SD, unclassified and classified mail, miscellaneous administrative support services for the Mail Center, and sorting of incoming, consolidating and metering outgoing mail for SSC SD and customers/tenants. Internal SSC SD mail includes guard mail, payroll timesheets, purchase requests, travel documents, classified messages, etc. Centralized administrative needs include, at a minimum, one or more databases containing the following information collectively: tracking of Special Service Mail; a list of programs, projects, subject matters, forms, etc. and their cognizant codes to assist in routing CO Mail; key employee information, e.g., their mail stops and unofficial addresses; a list of all incoming mail by class of mail, mail requiring special handling and customer organizations serviced; the names and addresses of all addressees whose outgoing mail we consolidate in order to reduce postage costs. The Service Provider will process all mail received from USPS and authorized Government agencies. The Service Provider's On-Site Supervisor will be designated as the Official Mail Manager (OMM) for SSC SD. The Service Provider shall preserve and protect the security of the mail in his/her custody from unauthorized opening, inspection, reading contents or covers, tampering, delays, loss, or other unauthorized acts.

C5.1.1 Unclassified Incoming/Outgoing and SSC SD Internal Mail

C5.1.1.1 General Description

All unclassified incoming and outgoing mail must be gathered, processed, and distributed daily. Gathering mail includes picking up mail from the pickup/drop-off locations and from the USPS mail receptacle boxes located outside Bldg. A33, 40, C60, 58. It also includes picking up Registered Mail from the Canon Street Post Office. Processing mail includes sorting incoming mail to the designated mail stop, and consolidating outgoing mail, wrapping and metering it, and preparing any necessary forms or mailing labels. Distributing mail includes delivery of incoming mail to the pickup/drop-off locations, delivery of outgoing Registered Mail to the Canon Street or Midway Post Office, and placing the other outgoing mail on the Mail Center loading dock for pickup by USPS. Specific information regarding building and pickup/drop-off locations is provided in Appendices A and G.

The Service Provider shall:

- Gather, process and distribute all incoming/outgoing and SSC SD internal mail to the correct addressee, drop off location or USPS
- Deliver all checks received to the appropriate office. Paychecks are delivered to the Payroll Office. Payments or reimbursement from vendors are delivered to the Accounting Office
- Prior to delivery, ensure that mail is not left unattended anywhere other than in mail delivery vehicles or at the designated delivery point while on a government installation. Ensure that mail is never left unattended off a government installation. Also, ensure that no mail is left in a delivery vehicle overnight.
- Follow the specific instructions in USPS, DoD and SSC SD guidance for handling Directory Service Mail and process this mail within in one workday of receipt
- Maintain Employee/Address Database that includes, at a minimum, all SSC SD employees, military, and other customers, organization code, building location, street address, and ZIP+4. Upon receipt of updates from the SSC SD Registrar/Locator Office, the Service Provider shall update all files, upload the database to the server, and alert Service Provider employees to the changes, by COB. Service Provider shall also inform USPS Address Management System (AMS) Office of any changes to the ZIP+4 database
- Generate address labels as required for outgoing mailings via Coding Accuracy Support System (CASS) program
- Meter mail using *Pitney Bowes* Paragon Mail Machine and use correct accounting code, print daily, monthly and year end reports
- Maintain Daily Mail Accountability Log (a tracking system of incoming and outgoing mail) by class of mail, and of outgoing mail by postage expenditures, in accordance with directives in Appendix F
- Log daily meter readings according to USPS regulations

C5.1.2 Classified Incoming/Outgoing and SSC SD Internal Mail

C5.1.2.1 General Description

This section covers the handling of the following types of material: Incoming first class mail containing confidential material and hand-carried to the Mail Center; incoming Special Service mail (Registered, Express, Certified) when it contains confidential or secret material; incoming confidential or secret Naval messages given to the Mail Center by the SSC SD Message Center to be hand-delivered to the individual with the need-to-know; outgoing confidential or secret mail.

Classified material inadvertently exposed shall be re-secured as soon as possible to avoid further exposure and reported immediately to the COR or Technical Representative and SSC SD Security Manager. The classified wrap room is considered a vault and it will be maintained in accordance with applicable open storage security regulations, including ensuring the room is locked up after hours.

The Service Provider shall:

- Review, track, and deliver all applicable incoming and outgoing classified mail, and deliver all classified messages, within one work day, unless the addressee is not available
- Review outgoing material/documentation for all applicable classification markings, including accountability number(s), documentation (Document Transmittal 5216/21 or letter on command letterhead) for format and applicable information. Then wrap the material, distribute the related documentation to the cognizant codes and file a copy of the documentation
- Handle classified mail in accordance with the Department of Navy Information Security Program Regulations

C5.1.3 Unclassified and Classified Incoming/Outgoing Special Service Mail

C5.1.3.1 General Description

Special service mail is a category of mail that requires processing above and beyond an average piece of First Class mail. Each different type of special service mail has special rules that may require a signature from the recipient, a return receipt, special handling or delivery.

The Service Provider shall:

- Maintain a tracking system for all incoming special service mail
- Deliver applicable incoming special service mail to correct addressee with the need-to-know within eight hours, except Express mail which is within one hour
- Complete appropriate forms for outgoing certified, insured, registered, delivery confirmation, and express mail
- Process and send out all outgoing special service mail within same work day of receipt, provided it is received at least fifteen minutes before COB
- Respond to inquiries about special service mail within the same day as request
- Maintain and file a copy of the receipts from the various special service mail within one workday of completing action
- Comply with Sections C5.1.1 and C5.1.2, in addition to the requirements in this section
- Pickup Registered mail at 10 AM at Canon St. Post Office and distribute to cognizant codes as soon as possible, but NLT one hour from receipt.

C5.1.4 OUTCOMES

#	Requirement	Metric
C5.1.4.1	Properly addressed mail, gathered, processed and delivered and/or distributed	Delivered to customer within one work day of receipt
C5.1.4.2	All checks received delivered to the appropriate office	Delivered within one work day of receipt
C5.1.4.3	Improperly addressed mail	Address determined and routed to appropriate addressee or returned to USPS within USPS Guidelines
C5.1.4.4	Respond to and log all customer inquiries regarding mail and requests for information.	Respond to customer the same work day as inquiry.
C5.1.4.5	Package and process outgoing classified mail.	All outgoing classified items will be processed within one work day of receipt
C5.1.4.6	Review, track and deliver all incoming classified mail and messages to correct processing office or individual	All incoming classified mail and messages delivered to appropriate addressee within one work day
C5.1.4.7	Applicable incoming Special Service Mail delivered to correct addressee	All applicable Special Service Mail delivered within one work day
C5.1.4.8	Process and send all outgoing Special Service Mail	Mail received by 3:45PM processed and delivered to Canon St or Midway Post office by 4:30PM
C5.1.4.9	Maintain and update expenditure database	Done on a daily basis by close of business
C5.1.4.10	Respond to and log customer inquiries about Special Service Mail	Respond to customer same work day as inquiry
C5.1.4.11	Maintain and file copies of Special Service Mail receipts	Complete within one work day of completing action

C5.2 Unclassified and Classified CO Mail

C.O. (Commanding Officer) mail includes mail addressed to the military and/or civilian head of the organization, such as Commanding Officer, Commander, Officer in Charge (OIC), Executive Director, etc. Sometimes this mail is not addressed to one of these exact titles because the sender is not aware what the exact title is.

C5.2.1 General Description

C.O. mail must be gathered, processed, and distributed in accordance with Sections C5.1.1, C5.1.2, C5.1.3 and the additional requirements below
Official business mail must be gathered, processed, and distributed within same day of receipt.

The Service Provider shall:

- Maintain and update the Central Files database within one day of receipt of change
- Annually, solicit updates/changes from the customers and incorporate changes.
- Send financial statements, accounting reports, visit requests, etc., directly to the cognizant code. This constitutes approximately 10% of incoming C.O. mail. For the remaining 90%, determine the cognizant code and other codes that should receive copies, copy the mail, distribute the copies, and file the originals on a daily basis
- Compile copies of applicable outgoing C.O. mail into the weekly Command Reading File, ensure that the Reading File Route Sheet has been updated, attach a Reading File Route Sheet to the File, and deliver the File to the C.O.'s office by 3 P.M. of the last work day of the week. File an additional copy of outgoing C.O. mail in the Command Records file on a daily basis. When the Command Reading File is returned, also file it in the Command Records file
- Provide the capability to quickly respond to inquiries and requests

C5.2.2 OUTCOMES

#	Requirement	Metric
C5.2.2.1	Copies of outgoing Official Business Mail compiled into Command Reading File	Completed daily and delivered to the CO's Office by 3 p.m. on the last day of the work week 99% of the time
C5.2.2.2	Official Business Mail must be gathered, processed and distributed	Completed within same work day as receipt
C5.2.2.3	Answer Inquiries	Within One hour of receipt

C5.3 Official Mail Manager

C5.3.1 General Description

Maintain familiarity with DOD Official Mail Manual, DOD 4525.8-M, which prescribes uniform procedures and responsibilities for administering DOD official mail. Keep current on DOD and USPS instructions, notices, and SSC SD Mail Center Standard Operating Procedures.

The Service Provider shall:

- Prepare, in an Excel file, the Financial Expenditure Report on postage used. Forward it to the COR every six months for signature and for re-forwarding to SPAWARSYSCOM
- Prepare and sign, for each employee working in the mail operations of SSC SD and of customer organizations, a DD Form 285, Appointment of Military Postal Clerk, Unit Mail Clerk, or Mail Orderly. Copy, file, and give original to the employee. These forms will be Government furnished.
- Prepare a PS Form 3801, Standing Deliver Order, for the SSC SD Mail Clerks who are authorized to pick up mail from USPS. Obtain each such employee's signature on the form, sign, copy, and file it, and submit original to USPS
- Keep up-to-date records of postage stamps on hand and used, using NAVSUP Form 5218/2, Official Stamp Audit
- Perform an annual inspection of mail operations, and complete NAVSUP Form 5218, Official Mail Manager's Inspection Checklist

- Place calls for service when necessary for government furnished property and equipment, e.g., mail meter machine, mailmobiles, government vehicles, and mail sort machine (if being used). Coordinate with SSC SD Facilities Office and Bell & Howell the annual refreshing of mailmobile guide paths in Bldg. A33. Coordinate with SSC SD Facilities Office and the Navy Public Works Center (PWC) the maintenance of government vehicles. Coordinate with SSC SD Facilities Office and PWC any repairs needed on the mail sort machine
- Keep all DOD and USPS instructions, notices, and manuals, and the SSC SD Standard Operating Procedures for mail, up-to-date
- Answer inquiries and resolve complaints within one work day, using directives in Appendix F when applicable. Refer any inquiries or complaints outside the Service Provider's authority or ability to resolve to the COR. Maintain a file of all written or email inquiries and complaints
- Provide guidance on mail procedures, as necessary, to employees of SSC SD and customer organizations

C5.4 SSC Travel Office Functions

The Travel Services Office (TSO) function processes travel orders and related documentation that permit personnel to complete official travel. It interfaces with the Commercial Transportation Office (CTO), Personnel Support Detachment (PSD), Defense Finance and Accounting Service (DFAS) and the Human Resources Office (HRO) to provide support for approximately 5,000 personnel.

The CTO is responsible for travel reservations and airline ticket issuance. PSD is responsible for passports and overseeing CTO. DFAS processes hard copy claims and performs post-payment audits.

C5.4.1 Travel Within and Outside the Continental United States (CONUS/OCONUS)

C5.4.1.1 General Description

Process all travel orders and related claims. The travel process begins with receipt of the travel orders via hard copy or Defense Travel System (Travel Manager Plus current version 7.1A) and continues through the claim submission and resolution. The TSO function is to provide formal and informal training to SSC SD personnel on the Defense Travel System program and process all electronic TM vouchers and claims. Run TM voucher audits for TDY travel. The TSO works with DFAS to reconcile employee payments accounts. Travel claim payments for all personnel are disbursed via the EFT program. Maintain and update EFT information submitted by personnel in the Defense Travel System database. DFAS maintains payment responsibility. OCONUS travel entails foreign embassy notification and passport/visa requirements done by SSC SD Security and PSD offices. The Service Provider will provide travel services by operating the Defense Travel System, including required back-up and administrative requirements to ensure the data is current for all travelers.

The Service Provider shall:

- Process hard copy travel orders and amendments
- Maintain a log of all Travel Orders submitted hard copy and obtain travel order numbers from accounting
- Issue travel packages (hard copy orders, tickets and itineraries which include hotel and/or rental car information) to personnel at least three days prior to departure (unless there is a 'need early' criteria)
- Ensure proper payment of travel advances or increase credit card limits when required
- Maintain a file of processed hard copy travel orders for manually processed orders.
- Process payment rejections from DFAS, notify accounting with correct EFT information, and resubmit to DFAS for payment to correct accounting
- Assist personnel with electronic supplemental claims
- Mail copies of voucher summaries for hard copy claims that were sent electronically from DFAS OPLOC San Diego to the members
- Update EFT information submitted by personnel

- Operate the DTS system including all required subroutines and actions to ensure travel vouchers and requests are processed efficiently
- Maintain and update the DTS user manual and system documentation as required
- Train SSC SD activity DTS users both by formal classroom or informal methods as required to maintain user proficiency with the system
- Generate reports as required. Monthly generate the following and submit to COR and designated distribution: Monthly Travel Locations, Unsubmitted Voucher Report, and Aging Report

C5.4.2 Passport and Visa Processing

C5.4.2.1 General Description

Process passport and/or visas. The TSO function works directly with PSD to process passports and visas for SPAWARSSCOM and SSC employees. The TSO is responsible for processing new applications, passport changes and visa paperwork. Travelers submit completed applications to PSD for processing.

The Service Provider shall:

- Review passport applications for accuracy upon submission
- Provide applications and guidance on how to complete
- Make any required changes, advise employee if an expedite letter is required and direct personnel to the PSD Point Loma office for expediting
- Maintain file of all processed applications

C5.4.3 Navy Civilian Permanent Change of Station (PCS)

C5.4.3.1 General Description

Process Permanent Change of Station (PCS) orders to include departing and arriving, temporary change of station and first duty station travel. The TSO function processes PCS orders for civilian employees only. The TSO works with HRO, PSD and DFAS to complete the PCS process. The PCS travel orders are received from HRO or the hiring code.

The Service Provider shall:

- Maintain a log of all PCS orders received and obtain travel order numbers from accounting
- Ensure all eligible entitlements
- Orders are sent to CTO if tickets are required
- Send orders and EFT information to DFAS for travel advance
- Provide accounting with a copy of the DFAS advance summary
- Respond to PCS inquiries within one day of receipt
- Maintain a file of completed PCS orders
- Provide Real Estate Claims information
- Provide Relocation Income Tax Allowance (RITA) information
- Provide liaison service between DFAS and employee
- Assist employee when an amendment is required for claims

C5.4.4 Random Post Payment Audits

C5.4.4.1 General Description

Forward receipts for random post payment audit requests from DFAS to employees if DFAS does not send directly to the employee. DFAS notifies employees electronically of the requirement for a post payment audit.

The Service Provider shall:

- Maintain an audit history file of completed and in process audits

C5.4.5 Government Issued Travel Card Processing

C5.4.5.1 General Description

Provide Activity Program Coordinator (APC) for SSC SD travel card program. The charge card program enables SSC personnel to use the Government-sponsored charge card for travel related expenditures. Activity reports are obtained electronically from Bank of America EAGLS system or email on a monthly basis.

The Service Provider shall:

- Facilitate the travel card application process
- Provide liaison service between the charge card company and personnel regarding billing disputes and card activation

C5.4.6 OUTCOMES

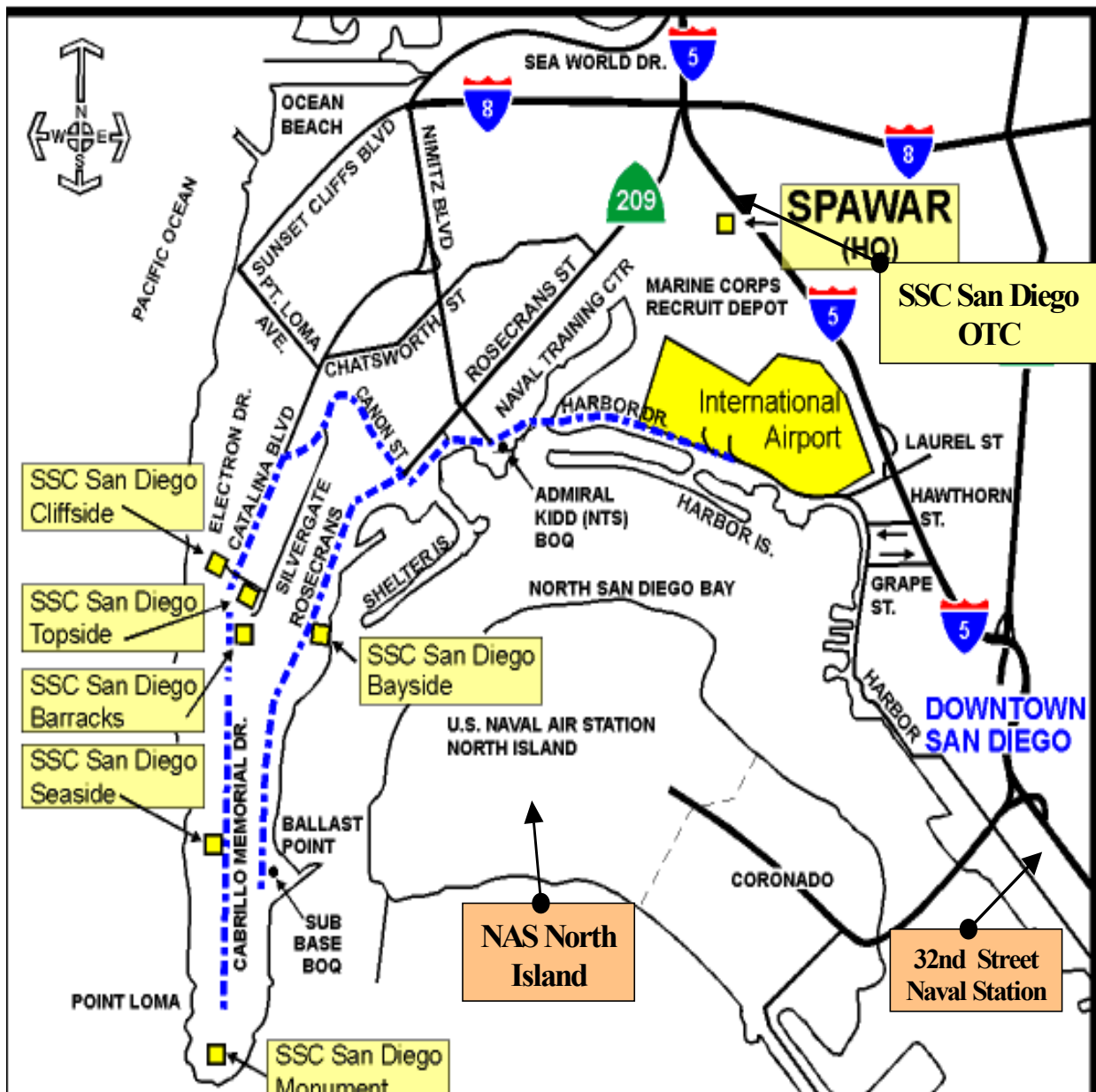
	Requirement	Metric
C5.4.6.1	Process travel claims	Travel claims processed within one day of submission with 92% accuracy as measured by the number of rejected forms.
C5.4.6.2	Process travel orders	Travel orders processed within one day of receipt of request with 92% accuracy as measured by the number of rejected forms.
C5.4.6.3	Travel inquiries logged and answered	Inquiries logged and answered within one work day of receipt.
C5.4.6.4	Passport and Visa applications reviewed	Reviewed and corrected upon presentation and all advisement shall be done in person at that time
C5.4.6.5	Civilian PCS orders reviewed/processed	Orders processed within 3 days of receipt, ticket packages shall be issued 10 days prior to travel, inquiries answered within one day of receipt unless extensive research is required
C5.4.6.6	Process temporary duty electronic travel claims	Voucher audits run continuously on a daily basis. ADSFTR process accomplished every day at 1430 and DFAS 305 rejection report received weekly/reconciled upon receipt.
C5.4.6.7	Forward random post payment audit requests/ file audit copies	As DFAS dictates and requests, faxed receipts to DFAS should be filed within 3 days of receipt from employees
C5.4.6.8	Manage travel card program	Applications, transfers, activation and deactivation of accounts, changes of address, increase of credit and ATM limits completed within 24 hours of receipt; response to inquiries accomplished within first 24 hours
C5.4.6.9	Emergency requests (travel within 24 hours) processed	Requests processed on same day received
C5.4.6.10	Update EFT Database	Within one day of receipt of changes

C6 Appendices

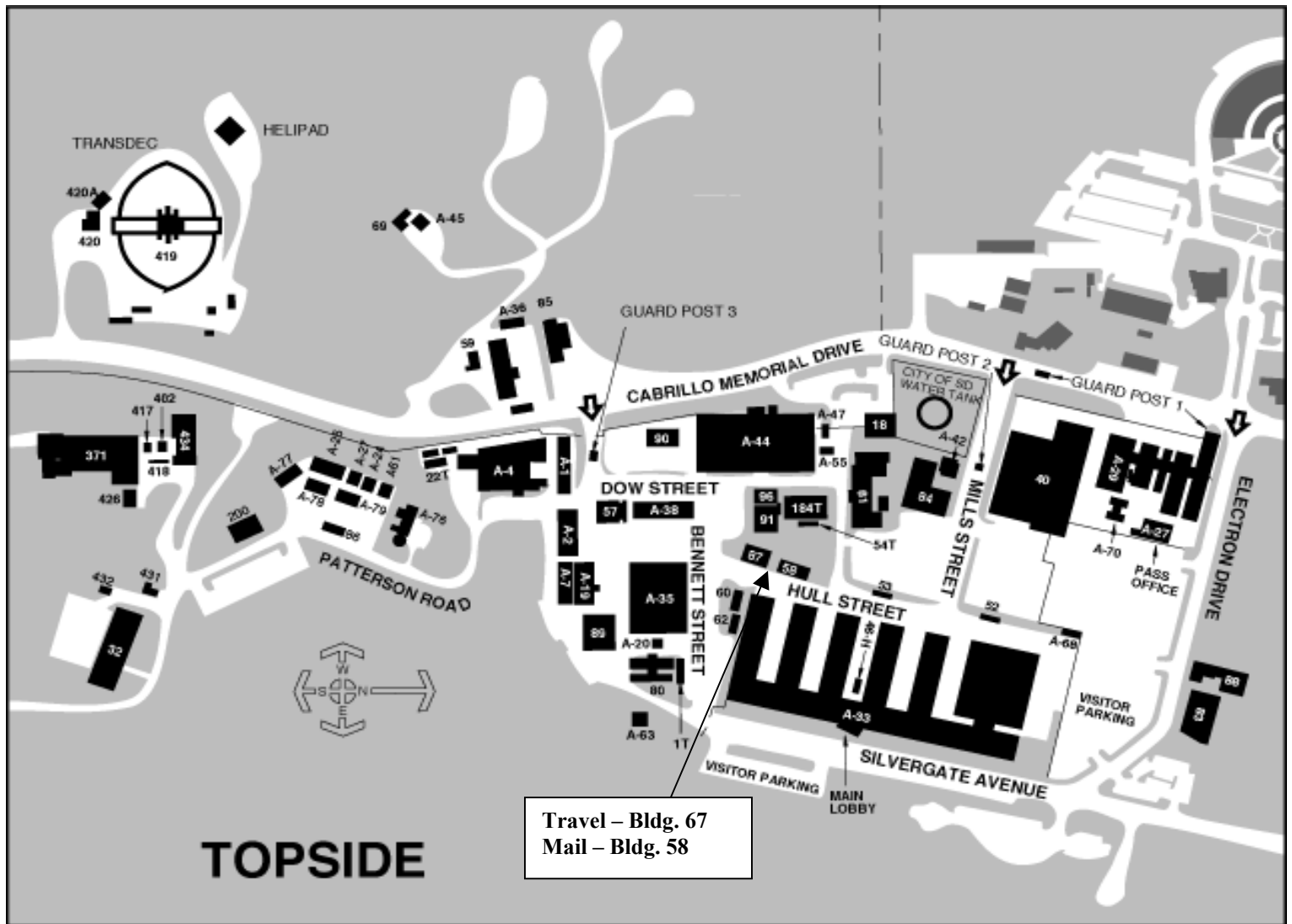
Appendix A	Map of Space and Naval Warfare Systems Center Locations
Appendix B	Space and Naval Warfare Systems Center Organization Chart
Appendix C	Forms
Appendix D	Mail Center Floor Plan
Appendix E	Travel Center Floor Plan
Appendix F	List of References and Available Web Sites
Appendix G	Mail Delivery Stops
Appendix H	Workload Analysis
Appendix I	Government Furnished Equipment
Appendix J	Government Furnished Supplies
Appendix K	Performance Requirements Summary

Appendix A

Map of Space and Naval Warfare Systems Center Locations



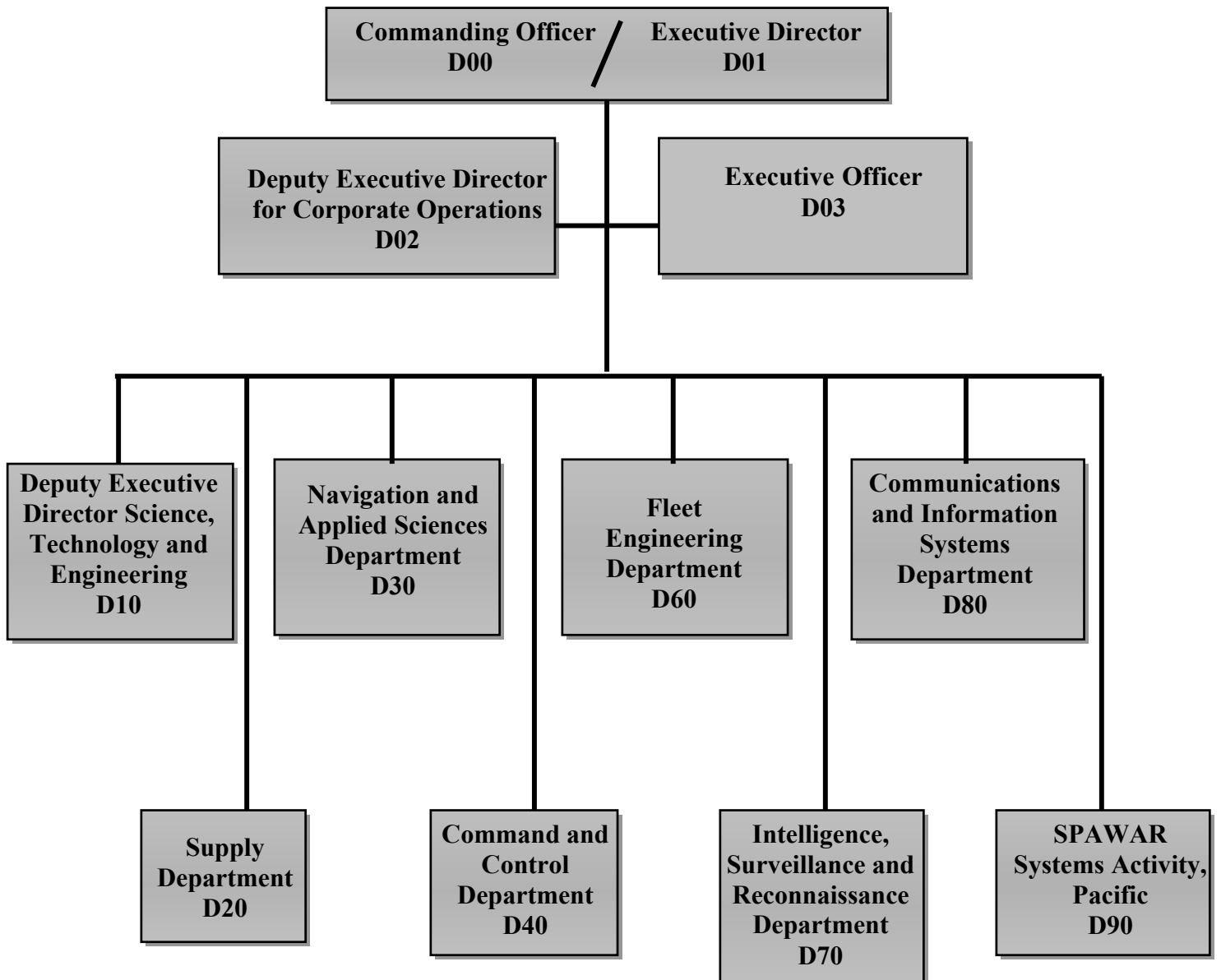
Maps of all areas are available in the Technical Library



Appendix B

Space and Naval Warfare Systems Center

Organization Chart



Appendix C

Forms

Mail Center Forms

1. Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly (DD Form 285) DoD Forms
<http://web1.whs.osd.mil/icdhome/DDEFORMS.HTM>
2. Authorization to Pick up Mail (PS Form 3801) (Hard copy given to Phil 21 Jan 00)
3. Motor Vehicle Utilization Record (Trip Tickets) SSC-SD 4641/3 SSC-SD Form
<http://iweb.spawar.navy.mil/services/sti/publications/inst/forms/index.html>
4. Financial Liability Investigation of Property Loss (DD Form 200) DoD Form
<http://iweb.spawar.navy.mil/services/sti/publications/inst/forms/index.html>
5. Firm Delivery Book for Accountable Mail (PS Form 3883) USPS
<http://www.usps.gov/business/formspdf.htm>
6. Firm Mailing Book for Accountable Mail (PS Form 3877) USPS
<http://www.usps.gov/business/formspdf.htm>
7. Official Mail Manager's Inspection Checklist NAVSUP Form 5218 (which is found in OPNAVINST 5218)
<http://web7.whs.osd.mil/dodiss/publications/pub2.htm>
8. Official Stamp Audit NAVSUP Form 5218/2 (which is found in OPAVNAVINST 5218.7B)
<http://web7.whs.osd.mil/dodiss/publications/pub2.htm>
9. Official Mail Financial Expenditure Report

Travel Center Forms

1. Request and Authorization for TDY Travel of DoD Personnel Form DD1610 June 67
2. DoN Invitational Travel Order Form NAVSO 4650/10 (Rev Aug 72)
3. Temporary Additional Duty (TEMADD) Travel Order Form NP 1320/16 (Rev 11/97)
4. Exemption Certificate for Government Employee on Official Business Tax on Occupancy of Hotel/Motel Rooms Form SSC SD 7595/1 (Rev May 98)
5. Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel Form DD 1664 Jul 99
6. United States Department of State Application for Passport and/or Request for Visa Form DSP-11 Dec 97
7. Authorization to Apply for a "No-Fee" Passport and/or Visa Form DD 1056 May 96
8. Travel Voucher or Subvoucher Form DD 1351/2 Mar 00
9. Travel Voucher or Subvoucher Continuation Sheet Form DD 1351/2C Oct 91

10. Claim for Reimbursement for Expenditures on Official Business Form SF 1164 (Rev Nov 77)

All of the above can be found on the URL <http://iweb.sparwar.navy.mil/services/sti/publication/inst/forms/>

11. Traveler's Envelope form NraD 4650/11 (Rev Nov 93)

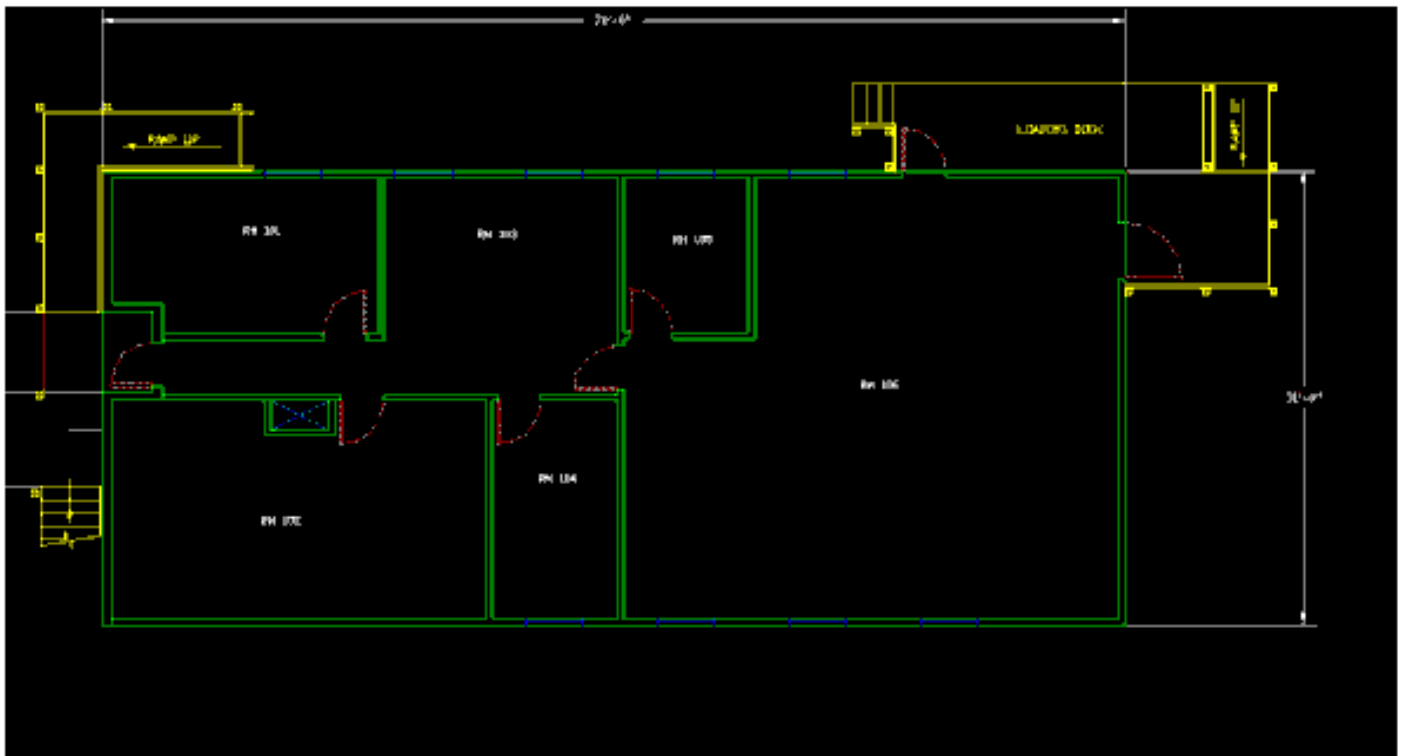
12. DFAS-SD Form EFT

13. Relocation Income Tax Allowance (RITA) Status Certification Form
<http://iweb.nosc.mil/products/dts/html/rita.html/>

14. Individually Billed Card Account Setup/Application Form DoD Travel Card Program Form S02D11198
(Rev Apr 99) <http://www.gov-eagls.nationalbank.com/>

Appendix D

Mail Center Floor Plan



Appendix E

Travel Center Floor Plan



Appendix F

List of References and Available Web Sites

List of Directives, Regulations, Publications, and Available Web Sites. This appendix is a listing of Government Directives, Regulations, and Publications that are followed in the performance of the tasks outlined in Section C.5 above. The directives are listed in a similar order as the tasks listed in Section C.5 above. The list below serves as a guide only, and is not a fully exhaustive list of Government guidance that relates to the tasks outlined in Section C.5 above. Government guidance is sometimes cancelled or changed. New guidance is also created periodically. The Service Provider must be familiar with all guidance that impacts upon the tasks outlined in Section C.5 above.

Many of the documents listed below are available via the Internet worldwide Web Sites listed at the end of this appendix.

Mail Services

Directive/Regulation/Publication Title

DoD 4525.6-M	DoD Postal Manual Vol. I and II
DoD 4525.8-M	DoD Official Mail Manual
DoD 5260.1R	Information Security Program
SPAWARSYSCEN SD 5215 (Notice)	Listing of Current Instructions
OPNAV 5112.4B	Military Post Office Procedures
OPNAV 5112.5A	Mail Handling and Delivery Procedures for Mail
OPNAV 5112.6C	DoN Postal Instructions
OPNAV 5215 (Notice)	Consolidated Subject Index
OPNAV 5218.7B	Navy Official Mail Manager Instruction
OPNAV 5400 (Notice)	Standard Navy Distribution List
SECNAV 5210.11D	Standard Subject Identification Codes
SECNAV 5216.5D	DoN Correspondence Manual w/ CHG 1
SECNAV 5510.30A	DoN Personnel Security Program Regulation
SECNAV 5510.36	DoN Information Security Program Regulation
USPS DMM	Domestic Mail Manual
USPS IMM	International Mail Manual

Travel Support

Directive/Regulation/Publication Title

DoD 1000.21	DoD Passport and Passport Agent Service
DoD 4500.54G	Foreign Clearance Guide
OPNAV 4650.11F	Policy and Procedures for Official Temporary Duty
OPNAV 5100.23E	Navy Occupational Safety and Health Program Manual
OPNAV 5530.14C	Navy Physical Security
SECNAV 5216.5D	DoN Correspondence Manual w/ CHG 1
Standardized Regulations	Department of State Standards
Standardized Regulations	Joint Federal Travel Regulations II (JFTR)

Available Web Sites

Unclassified Naval Operations (OPNAV) and Secretary of the Navy (SECNAV) directives, forms, and instructions are available at:

<http://neds.nebt.daps.mil>

Department of Defense (DoD) directives and administrative instructions are available at:

<http://web7.whs.osd.mil>

Appendix G

Mail Delivery Stops

PSD/CTO and Bayside and Old Town

Code	Loc	Bldg	Mail Stop Rm #	Add-Num	St-Name	Zip + 4
OLD TOWN, 32nd ST, and North Island						
D63	32	3533	RM 300	53560	HULL ST	92152-5305
D633	32	3533	RM 300	53560	HULL ST	92152-5305
D6543	32	92		53560	HULL ST	92152-5305
D6544	32	92		53560	HULL ST	92152-5305
D0211	NI	1482		53560	HULL ST	92152-5311
D021102	NI	1482		53560	HULL ST	92152-5311
D86	NI	1482		53560	HULL ST	92152-5311
D861	NI	1482		53560	HULL ST	92152-5311
D8611	NI	1482		53560	HULL ST	92152-5311
D8612	NI	1482		53560	HULL ST	92152-5311
D862	NI	1482		53560	HULL ST	92152-5311
D8621	NI	1482		53560	HULL ST	92152-5311
D8622	NI	1482		53560	HULL ST	92152-5311
D863	NI	1482		53560	HULL ST	92152-5311
D8631	NI	1482		53560	HULL ST	92152-5311
D8632	NI	1482		53560	HULL ST	92152-5311
*See note 1						
D0171	OT	1	RM 1244	53560	HULL ST	92152-5305
D0172	OT	1	RM 2944	53560	HULL ST	92152-5005
D0274	OT	1	RM 1037	53560	HULL ST	92152-5305
D02901	OT	1	RM 1862	53560	HULL ST	92152-5305
D0296	OT	1	RM 1862	53560	HULL ST	92152-5305
D0297	OT	1	RM 1862	53560	HULL ST	92152-5305
D0299	OT	1	RM 1862	53560	HULL ST	92152-5305
D0332	OT	1	RM 1268	53560	HULL ST	92152-5305
D03602	OT	1	RM 1032	53560	HULL ST	92152-5305
D0362	OT	1	RM 1032	53560	HULL ST	92152-5305
D232	OT	1	RM 1862	53560	HULL ST	92152-5305
D241	OT	1	RM 1992	53560	HULL ST	92152-5305
D242	OT	1	RM 1987	53560	HULL ST	92152-5305
D243	OT	1	RM 1684	53560	HULL ST	92152-5305
D314	OT	1	RM 1022	53560	HULL ST	92152-5305
D315	OT	1	RM 2925	53560	HULL ST	92152-5305
D315	OT	1	RM 1022	53560	HULL ST	92152-5305
D411	OT	1	RM 1551	53560	HULL ST	92152-5305
D4122	OT	1	RM 1551	53560	HULL ST	92152-5305
D4123	OT	1	RM 1551	53560	HULL ST	92152-5305
D4521	OT	1	RM 1284D	53560	HULL ST	92152-5305
D4521	OT	1	RM 1375A	53560	HULL ST	92152-5305
D4525	OT	1	RM 1284	53560	HULL ST	92152-5305
D6401	OT	1	RM 1852	53560	HULL ST	92152-5305
D6403	OT	1	RM 1852	53560	HULL ST	92152-5305
D641	OT	1	RM 1852	53560	HULL ST	92152-5305
D646	OT	1	RM 1851	53560	HULL ST	92152-5305
D647	OT	1	RM 1852	53560	HULL ST	92152-5305
D648	OT	1	RM 1132	53560	HULL ST	92152-5305

App G-1

UNCLASSIFIED

Code	Loc	Bldg	Mail Stop Rm #	Add-Num	St-Name	Zip + 4
D65	OT	1	RM 1924	53560	HULL ST	92152-5305
D6501	OT	1	RM 1924	53560	HULL ST	92152-5305
D6502	OT	1	RM 1924	53560	HULL ST	92152-5305
D6504	OT	1	RM 1924	53560	HULL ST	92152-5305
D6509	OT	1	RM 1924	53560	HULL ST	92152-5305
D652	OT	1	RM 1924	53560	HULL ST	92152-5305
D654	OT	1	RM 1924	53560	HULL ST	92152-5305
D6541	OT	1	RM 1924	53560	HULL ST	92152-5305
D6542	OT	1	RM 1924	53560	HULL ST	92152-5305
D6543	OT	1	RM 1924	53560	HULL ST	92152-5305
D6545	OT	1	RM 1924	53560	HULL ST	92152-5305
D655	OT	1	RM 1924	53560	HULL ST	92152-5305
D712	OT	1	RM 2734	53560	HULL ST	92152-5305
D713	OT	1	RM 2533	53560	HULL ST	92152-5305
D715	OT	1	RM 2634	53560	HULL ST	92512-5305
D824	OT	1	RM 1751T	53560	HULL ST	92152-5305
Y2K WAR ROOM	OT	1	RM 1551	53560	HULL ST	92152-5305
*See note 1						
D0355	OT	2	RM 1656	53560	HULL ST	92152-5305
D0384	OT	2	RM 1932	53560	HULL ST	92152-5305
D33	OT	2	RM 1835	53560	HULL ST	92152-5305
D334	OT	2	RM 1646	53560	HULL ST	92152-5305
D335	OT	2	RM 1646	53560	HULL ST	92152-5305
D336	OT	2	RM 1434	53560	HULL ST	92152-5305
D34	OT	2	RM 1932	53560	HULL ST	92152-5305
D341	OT	2	RM 1932	53560	HULL ST	92152-5305
D342	OT	2	RM 1646	53560	HULL ST	92152-5305
D60	OT	2	RM 2246	53560	HULL ST	92152-5305
D601	OT	2	RM 2246	53560	HULL ST	92152-5305
D602	OT	2	RM 2246	53560	HULL ST	92152-5305
D604	OT	2	RM 2246	53560	HULL ST	92152-5305
D61	OT	2	RM 1643	53560	HULL ST	92152-5305
D6101	OT	2	RM 1643	53560	HULL ST	92152-5305
D6102	OT	2	RM 1545	53560	HULL ST	92152-5305
D611	OT	2	RM 1545	53560	HULL ST	92152-5305
D612	OT	2	RM 1655	53560	HULL ST	92152-5305
D613	OT	2	RM 1532	53560	HULL ST	92152-5305
D62	OT	2	RM 2270	53560	HULL ST	92152-5305
D6201	OT	2	RM 2270	53560	HULL ST	92152-5305
D621	OT	2	RM 2264	53560	HULL ST	92152-5305
D622	OT	2	RM 2239	53560	HULL ST	92152-5305
D623	OT	2	RM 2268	53560	HULL ST	92152-5305
D63	OT	2	RM 2275	53560	HULL ST	92152-5305
D6301	OT	2	RM 2275	53560	HULL ST	92152-5305
D631	OT	2	RM 2827	53560	HULL ST	92152-5305
D632	OT	2	RM 1824	53560	HULL ST	92152-5305
D634	OT	2	RM 2235	53560	HULL ST	92152-5305
D64	OT	2	RM 1231	53560	HULL ST	92152-5305
D6401	OT	2	RM 1231	53560	HULL ST	92152-5305
D6404	OT	2	RM 1231	53560	HULL ST	92152-5305
D6405	OT	2	RM 1231	53560	HULL ST	92152-5305
D642	OT	2	RM 1231	53560	HULL ST	92152-5305
D643	OT	2	RM 1144	53560	HULL ST	92152-5305
D644	OT	2	RM 1144	53560	HULL ST	92152-5305
D7213	OT	2	RM 1545	53560	HULL ST	92152-5305
D8302	OT	2	RM 2285	53560	HULL ST	92152-5305
D831	OT	2	RM 2285	53560	HULL ST	92152-5305
D833	OT	2	RM 2285	53560	HULL ST	92152-5305
D874	OT	2	RM 1545	53560	HULL ST	92152-5305

Code	Loc	Bldg	Mail Stop Rm #	Add-Num	St-Name	Zip + 4
D4221	OT	3	RM 3913H	53560	HULL ST	92152-5305
D8611	OT	4	RM 1014	53560	HULL ST	92152-5305
D8632	OT	4	RM 1014	53560	HULL ST	92152-5305
D874	OT	4	RM 2025	53560	HULL ST	92152-5305
D232	OT	8	RM 1862	53560	HULL ST	92152-5305
D03541	OT	TR		53560	HULL ST	92152-5305
BAYSIDE						
*See note 1						
D02901	PL-BS	1	RM B250	49590	LASSING RD	92152-6198
D0296	PL-BS	1	RM B125	49590	LASSING RD	92152-6142
D0297	PL-BS	1	RM B243	49590	LASSING RD	92152-6199
D0299B	PL-BS	1	RM B250	49590	LASSING RD	92152-6198
D0331	PL-BS	1	RM A208	49590	LASSING RD	92152-6000
D03531	PL-BS	1	RM A220	49590	LASSING RD	92152-6122
D03531	PL-BS	1	RM A206	49590	LASSING RD	92152-6121
D301	PL-BS	1	RM A505	49590	LASSING RD	92152-6187
D3603	PL-BS	1	RM A339	49590	LASSING RD	92152-6148
D363	PL-BS	1	RM B341	49590	LASSING RD	92152-6040
D364	PL-BS	1	RM A339	49590	LASSING RD	92152-6147
D71	PL-BS	1	RM A532	49590	LASSING RD	92152-6183
D7101	PL-BS	1	RM A505	49590	LASSING RD	92152-6193
D7101	PL-BS	1	RM A461	49590	LASSING RD	92152-6161
D7101	PL-BS	1	RM A532	49590	LASSING RD	92152-6183
D7102	PL-BS	1	RM A544	49590	LASSING RD	92152-6194
D7103	PL-BS	1	RM A505	49590	LASSING RD	92152-6193
D7104	PL-BS	1	RM A532	49590	LASSING RD	92152-6183
D711	PL-BS	1	RM A532	49590	LASSING RD	92152-6183
D711	PL-BS	1	RM A461	49590	LASSING RD	92152-6161
D711	PL-BS	1	RM B378	49590	LASSING RD	92152-6146
D711	PL-BS	1	RM A505	49590	LASSING RD	92152-6187
D712	PL-BS	1	RM B378	49590	LASSING RD	92152-6146
D713	PL-BS	1	RM A505	49590	LASSING RD	92152-6193
D714	PL-BS	1	RM A461	49590	LASSING RD	92152-6161
D715	PL-BS	1	RM A532	49590	LASSING RD	92152-6183
D715	PL-BS	1	RM A505	49590	LASSING RD	92152-6193
D715	PL-BS	1	RM B378	49590	LASSING RD	92152-6146
D715	PL-BS	1	RM A461	49590	LASSING RD	92152-6161
D715	PL-BS	1	RM A544	49590	LASSING RD	92152-6194
D74	PL-BS	1	RM B361	49590	LASSING RD	92152-6152
D7401	PL-BS	1	RM B361	49590	LASSING RD	92152-6152
D7402	PL-BS	1	RM B361	49590	LASSING RD	92152-6152
D7404	PL-BS	1	RM B361	49590	LASSING RD	92152-6152
D7405	PL-BS	1	RM B361	49590	LASSING RD	92152-6152
D744	PL-BS	1	RM B365	49590	LASSING RD	92152-6149
D745	PL-BS	1	RM A302	49590	LASSING RD	92152-6154
D747	PL-BS	1	RM B361	49590	LASSING RD	92152-6152
D824	PL-BS	1	RM B250	49590	LASSING RD	92152-6198
D301	PL-BS	106	RM 223	49575	GATE RD	92152-6438
D3102	PL-BS	106	RM 106	49575	GATE RD	92152-6436
D3105	PL-BS	106	RM 106	49575	GATE RD	92152-6436
D311	PL-BS	106	RM 106	49575	GATE RD	92152-6436
D312	PL-BS	106	RM 106	49575	GATE RD	92152-6436
D313	PL-BS	106	RM 106	49575	GATE RD	92152-6436
D315	PL-BS	106	RM 223	49575	GATE RD	92152-6438

Code	Loc	Bldg	Mail Stop Rm #	Add-Num	St-Name	Zip + 4
D857	PL-BS	106	RM 170	49575	GATE RD	92152-6435
MPL	PL-BS	106	HW	49575	GATE RD	92152-6445
D301	PL-BS	111	RM 241C	53475	STROTHER RD	92152-6341
D36	PL-BS	111	RM 231	53475	STROTHER RD	92152-6335
D3601	PL-BS	111	RM 231	53475	STROTHER RD	92152-6335
D3602	PL-BS	111	RM 231	53475	STROTHER RD	92152-6335
D3604	PL-BS	111	RM 231	53475	STROTHER RD	92152-6335
D361	PL-BS	111	RM 267D	53475	STROTHER RD	92152-6325
D362	PL-BS	111	RM 258	53475	STROTHER RD	92152-6310
D3621	PL-BS	111	RM 258	53475	STROTHER RD	92152-6326
D37	PL-BS	111	RM 228	53475	STROTHER RD	92152-6343
D3702	PL-BS	111	RM 228	53475	STROTHER RD	92152-6343
D372	PL-BS	111	RM 228	53475	STROTHER RD	92152-6343
D374	PL-BS	111	RM 228	53475	STROTHER RD	92152-6343
D859	PL-BS	111	RM 214	53475	STROTHER RD	92152-6366
D8702	PL-BS	111	RM 209	53475	STROTHER RD	92152-6365
D875	PL-BS	111	RM 209	53475	STROTHER RD	92152-6365
D35	PL-BS	112	RM 118	49650	ACOUSTIC RD	92152-6253
D3501	PL-BS	112	RM 108	49650	ACOUSTIC RD	92152-6250
D3502	PL-BS	112	RM 108	49650	ACOUSTIC RD	92152-6250
D31	PL-BS	128		53470	STROTHER RD	92152-6433
D3101	PL-BS	128		53470	STROTHER RD	92152-6433
D3102	PL-BS	128		53470	STROTHER RD	92152-6433
D311	PL-BS	128		53470	STROTHER RD	92152-6433
D312	PL-BS	128		53470	STROTHER RD	92152-6433
D313	PL-BS	128		53470	STROTHER RD	92152-6433
D315	PL-BS	128		53470	STROTHER RD	92152-6433
D372	PL-BS	128	RM 130	53470	STROTHER RD	92152-6431
D743	PL-BS	132	RM 18	49640	GATE RD	92152-6241
D363	PL-BS	142	RM 201	49575	BELUGA RD	92152-6510
D3202	PL-BS	146	RM 100	49565	ACOUSTIC RD	92152-6479
D321	PL-BS	146	RM 100	49565	ACOUSTIC RD	92152-6479
D323	PL-BS	146	RM 100	49565	ACOUSTIC RD	92152-6479
D204	PL-BS	147	RM 114	49585	ACOUSTIC RD	92152-6481
D746	PL-BS	165	RM 17	53465	CRAIG RD	92152-6234
D7101	PL-BS	173	RM 1F	53525	CRAIG RD	92152-6222
D711	PL-BS	173	RM 1F	53525	CRAIG RD	92152-6222
D712	PL-BS	173	RM 1F	53525	CRAIG RD	92152-6222
D713	PL-BS	173	RM 1F	53525	CRAIG RD	92152-6222
D714	PL-BS	173	RM 1F	53525	CRAIG RD	92152-6222
D715	PL-BS	173	RM 1F	53525	CRAIG RD	92152-6222
D32	PL-BS	175		53499	CRAIG RD	92152-6221
D3201	PL-BS	175		53499	CRAIG RD	92152-6221
D3202	PL-BS	175		53499	CRAIG RD	92152-6221
D3203	PL-BS	175		53499	CRAIG RD	92152-6221
D321	PL-BS	175		53499	CRAIG RD	92152-6221
D322	PL-BS	175		53499	CRAIG RD	92152-6221
D324	PL-BS	175		53499	CRAIG RD	92152-6221

Code	Loc	Bldg	Mail Stop Rm #	Add-Num	St-Name	Zip + 4
D3503	PL-BS	193	RM 204	49620	BELUGA RD	92152-6505
D351	PL-BS	193	RM 204	49620	BELUGA RD	92152-6505
D352	PL-BS	193	RM 204	49620	BELUGA RD	92152-6505
D03541	PL-BS	204	RM 2	53510	STROTHER RD	92152-6422
D655	PL-BS	51		49595	BELUGA RD	92152-6520
D372	PL-BS	54	RM 1	49560	VECTOR RD	92152-6581
D742	PL-BS	56	RM 107H	53356	FRONT ST	92152-6562
D372	PL-BS	66		53366	FRONT ST	92152-6551
D374	PL-BS	66		53366	FRONT ST	92152-6551
D374	PL-BS	68		53370	MELTON ST	92152-6508
C60, CLIFFSIDE, BARRACKS, MODEL RANGE, MONUMENT AREA, SEASIDE						
D4121	PL-C60	C60	RM 228	53560	HULL ST	92152-5801
D4122	PL-C60	C60	RM 228	53560	HULL ST	92152-5801
D4124	PL-C60	C60	RM 228	53560	HULL ST	92152-5800
D45	PL-C60	C60	RM 333	53560	HULL ST	92152-5800
D4501	PL-C60	C60	RM 333	53560	HULL ST	92152-5800
D4502	PL-C60	C60	RM 333	53560	HULL ST	92152-5800
D451	PL-C60	C60	RM 333	53560	HULL ST	92152-5800
D452	PL-C60	C60	RM 333	53560	HULL ST	92152-5800
D4521	PL-C60	C60	RM 333	53560	HULL ST	92152-5800
D4522	PL-C60	C60	RM 333	53560	HULL ST	92152-5800
D4523	PL-C60	C60	RM 333	53560	HULL ST	92152-5800
D4524	PL-C60	C60	RM 333	53560	HULL ST	92152-5800
D4525	PL-C60	C60	RM 333	53560	HULL ST	92152-5800
D4526	PL-C60	C60	RM 333	53560	HULL ST	92152-5800
D038	PL-CS	311	RM 100	53350	CABRILLO MEMORIAL DR	92152-7040
D0383	PL-CS	311	RM 100	53350	CABRILLO MEMORIAL DR	92152-7040
D0384	PL-CS	311	RM 100	53350	CABRILLO MEMORIAL DR	92152-7040
D0385	PL-CS	311	RM 100	53350	CABRILLO MEMORIAL DR	92152-7040
CAB	PL-CS	317		53360	CABRILLO MEMORIAL DR	92152-7030
D004	PL-CS	317		53360	CABRILLO MEMORIAL DR	92152-7024
D031	PL-CS	317	RM 100	53360	CABRILLO MEMORIAL DR	92152-7021
D031A	PL-CS	317	RM 100	53360	CABRILLO MEMORIAL DR	92152-7022
D0351	PL-CS	317		53360	CABRILLO MEMORIAL DR	92152-7024
D7303	PL-CS	537	RM 1	49336	DIGITAL RD	92152-7621
D73K	PL-CS	537	RM 1	49336	DIGITAL RD	92152-7621
D302	PL-CS	586		52980	FREQUENCY ST	92152-7610

Code	Loc	Bldg	Mail Stop Rm #	Add-Num	St-Name	Zip + 4
D12	PL-BK	312		53365	WHISTLER RD	92152-7220
D02902	PL-BK	318		53365	ION ST	92152-7231
D203	PL-BK	318		53365	ION ST	92152-7232
D721	PL-BK	318		53365	ION ST	92152-7231
D44215	PL-BK	334	RM 222	53345	RYNE RD	92152-7251
D0274	PL-BK	341	RM 102	53240	ENGINEER ST	92152-7142
D036	PL-BK	341	RM 102	53240	ENGINEER ST	92152-7142
D03601	PL-BK	341	RM 124	53240	ENGINEER ST	92152-7143
D03602	PL-BK	341	RM 124	53240	ENGINEER ST	92152-7143
D0361	PL-BK	341	RM 210	53240	ENGINEER ST	92152-7148
D0362	PL-BK	341	RM 124	53240	ENGINEER ST	92152-7143
D0363	PL-BK	341	RM 124	53240	ENGINEER ST	92152-7143
D233	PL-BK	342		53365	ENGINEER ST	92152-7264
D021222	PL-BK	343		53355	ENGINEER ST	92152-7261
D44210	PL-BK	344		53345	ENGINEER ST	92152-7260
D02902	PL-BK	348		53335	ENGINEER ST	92152-7271
D0298	PL-BK	348		53335	ENGINEER ST	92152-7271
D0299	PL-BK	348		53335	ENGINEER ST	92152-7271
D441	PL-BK	365		53245	PATTERSON RD	92152-7150
D44208	PL-BK	365		53245	PATTERSON RD	92152-7151
D44209	PL-BK	365		53245	PATTERSON RD	92152-7151
D44210	PL-BK	365		53245	PATTERSON RD	92152-7152
D44213	PL-BK	365		53245	PATTERSON RD	92152-7150
D44215	PL-BK	365		53245	PATTERSON RD	92152-7151
D827	PL-MR	374	RM 3	53235	MILLIMETER ST	92152-7318
D8205	PL-MR	376	RM 2	53245	MILLIMETER ST	92152-7309
D821	PL-MR	376	RM 2	53245	MILLIMETER ST	92152-7309
D822	PL-MR	376	RM 2	53245	MILLIMETER ST	92152-7309
D824	PL-MR	379	RM 003	53225	MILLIMETER ST	92152-7317
D841	PL-MR	382	RM 32	53225	MILLIMETER ST	92152-7304
D85	PL-MR	382	RM 32	53225	MILLIMETER ST	92152-7313
D8501	PL-MR	382	RM 32	53225	MILLIMETER ST	92152-7313
D8502	PL-MR	382	RM 32	53225	MILLIMETER ST	92152-7313
D8503	PL-MR	382	RM 32	53225	MILLIMETER ST	92152-7313
D8505	PL-MR	382	RM 32	53225	MILLIMETER	92152-7313

Code	Loc	Bldg	Mail Stop Rm #	Add-Num	St-Name	Zip + 4
D851	PL-MR	382	RM 32	53225	ST MILLIMETER ST	92152-7308
D855	PL-MR	382	RM 32	53225	MILLIMETER ST	92152-7304
D856	PL-MR	382	RM 32	53225	MILLIMETER ST	92152-7306
D824	PL-MR	428	RM 20	53215	MILLIMETER ST	92152-7310
D8302	PL-MR	428	RM 20	53215	MILLIMETER ST	92152-7310
D841	PL-MR	428	RM 20	53215	MILLIMETER ST	92152-7310
D855	PL-MR	428	RM 20	53215	MILLIMETER ST	92152-7310
D872	PL-MR	428	RM 20	53215	MILLIMETER ST	92152-7310
D821	PL-MR	T302		53320	CABRILLO MEMORIAL DR	92152-7002
D824	PL-MR	T302		53320	CABRILLO MEMORIAL DR	92152-7002
D655	PL-MA	560S		49375	ASHBURN RD	92152-7634
D824	PL-MA	660		52115	GATCHELL RD	92152-7611
D824	PL-MA	629T		52109	GATCHELL RD	92152-7608
D8402	PL-MA	15		49463	OPTIC ST	92152-7666
D841	PL-MA	661	RM 100	52117	GATCHELL RD	92152-7609
D842	PL-MA	15		49463	OPTIC ST	92152-7666
D855	PL-MA	661	RM 100	52117	GATCHELL RD	92152-7609
D8702	PL-MA	560N	RM 2	49375	ASHBURN RD	92152-7633
D8705	PL-MA	560N	RM 2	49375	ASHBURN RD	92152-7633
D876	PL-MA	560N	RM 2	49375	ASHBURN RD	92152-7633
D858	PL-SS	323		49170	PROPAGATION PATH	92152-7385
*See notel						
D4101	PL-SS	600	RM 135	53118	GATCHELL RD	92152-7438
D411	PL-SS	600	RM 135	53118	GATCHELL RD	92152-7438
D4121	PL-SS	600	RM 135	53118	GATCHELL RD	92152-7438
D4123	PL-SS	600	RM 135	53118	GATCHELL RD	92152-7438
D42	PL-SS	600	RM 335A	53118	GATCHELL RD	92152-7460
D4201	PL-SS	600	RM 225A	53118	GATCHELL RD	92152-7457
D421	PL-SS	600	RM 335A	53118	GATCHELL RD	92152-7461
D422	PL-SS	600	RM 335A	53118	GATCHELL RD	92152-7460
D4221	PL-SS	600	RM 341A	53118	GATCHELL RD	92152-7446
D4222	PL-SS	600	RM 341A	53118	GATCHELL RD	92152-7446
D4223	PL-SS	600	RM 225A	53118	GATCHELL RD	92152-7457
D4224	PL-SS	600	RM 325D	53118	GATCHELL RD	92152-7462
D4234	PL-SS	600	RM 225A	53118	GATCHELL RD	92152-7457

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D441	PL-SS	600	RM 422B	53118	GATCHELL RD	92152-7423
D44207	PL-SS	600	RM 426C	53118	GATCHELL RD	92152-7420
D44208	PL-SS	600	RM 426C	53118	GATCHELL RD	92152-7420
D4501	PL-SS	600	RM 125A	53118	GATCHELL RD	92152-7436
D451	PL-SS	600	RM 125A	53118	GATCHELL RD	92152-7436
D4522	PL-SS	600	RM 125A	53118	GATCHELL RD	92152-7455
D4524	PL-SS	600	RM 125A	53118	GATCHELL RD	92152-7455
D4525	PL-SS	600	RM 125A	53118	GATCHELL RD	92152-7436
D842	PL-SS	600	RM 236A	53118	GATCHELL RD	92152-7471
*See note 1						
D72	PL-SS	605	RM 205	53150	SYSTEMS ST	92152-7540
D7201	PL-SS	605	RM 205	53150	SYSTEMS ST	92152-7540
D7203	PL-SS	605	RM 105	53150	SYSTEMS ST	92152-7512
D721	PL-SS	605	RM 322	53150	SYSTEMS ST	92152-7547
D721	PL-SS	605	RM 203	53150	SYSTEMS ST	92152-7510
D721	PL-SS	605	RM 105	53150	SYSTEMS ST	92152-7512
D7211	PL-SS	605	RM 203	53150	SYSTEMS ST	92152-7510
D7211	PL-SS	605	RM 322	53150	SYSTEMS ST	92152-7547
D7211	PL-SS	605	RM 105	53150	SYSTEMS ST	92152-7512
D7212	PL-SS	605	RM 205	53150	SYSTEMS ST	92152-7540
D7212	PL-SS	605	RM 322	53150	SYSTEMS ST	92152-7547
D7213	PL-SS	605	RM 322	53150	SYSTEMS ST	92152-7547
D7213	PL-SS	605	RM 203	53150	SYSTEMS ST	92152-7510
D722	PL-SS	605	RM 222	53150	SYSTEMS ST	92152-7522
D722A	PL-SS	605	RM 322	53150	SYSTEMS ST	92152-7547
D722A	PL-SS	605	RM 105	53150	SYSTEMS ST	92152-7512
D722B	PL-SS	605	RM 322	53150	SYSTEMS ST	92152-7547
D722C	PL-SS	605	RM 203	53150	SYSTEMS ST	92152-7510
D722D	PL-SS	605	RM 322	53150	SYSTEMS ST	92152-7547
D722E	PL-SS	605	RM 203	53150	SYSTEMS ST	92152-7510
D722F	PL-SS	605	RM 203	53150	SYSTEMS ST	92152-7510
D722F	PL-SS	605	RM 322	53150	SYSTEMS ST	92152-7547
D722G	PL-SS	605	RM 322	53150	SYSTEMS ST	92152-7547
D724	PL-SS	605	RM 205	53150	SYSTEMS ST	92152-7540
*See note 1						
D41	PL-SS	606	RM 230	53140	SYSTEMS ST	92152-7560
D4101	PL-SS	606	RM 230	53140	SYSTEMS ST	92152-7560
D4101	PL-SS	606	RM 327	53140	SYSTEMS ST	92152-7575
D4101	PL-SS	606	RM 129	53140	SYSTEMS ST	92152-7565
D411	PL-SS	606	RM 327	53140	SYSTEMS ST	92152-7575
D411	PL-SS	606	RM 129	53140	SYSTEMS ST	92152-7565
D411	PL-SS	606	RM 230	53140	SYSTEMS ST	92152-7560
D412	PL-SS	606	RM 129	53140	SYSTEMS ST	92152-7565
D4121	PL-SS	606	RM 329	53140	SYSTEMS ST	92152-7563
D4121	PL-SS	606	RM 327	53140	SYSTEMS ST	92152-7575
D4121	PL-SS	606	RM 129	53140	SYSTEMS ST	92152-7565
D4123	PL-SS	606	RM 129	53140	SYSTEMS ST	92152-7565
D4124	PL-SS	606	RM 230	53140	SYSTEMS ST	92152-7560
D441	PL-SS	606	RM 311	53140	SYSTEMS ST	92152-7566
D44201	PL-SS	606	RM 212	53140	SYSTEMS ST	92152-7555
D44202	PL-SS	606	RM 212	53140	SYSTEMS ST	92152-7555
D44203	PL-SS	606	RM 311	53140	SYSTEMS ST	92152-7566
D44205	PL-SS	606	RM 311	53140	SYSTEMS ST	92152-7566
D44206	PL-SS	606	RM 311	53140	SYSTEMS ST	92152-7566
D7305	PL-SS	606	RM 329	53140	SYSTEMS ST	92152-7563
D4502	PL-SS	607		53165	SYSTEMS ST	92152-7481
D4521	PL-SS	607		53165	SYSTEMS ST	92152-7481
D4524	PL-SS	607		53165	SYSTEMS ST	92152-7481

Code	Loc	Bldg	Mail Stop Rm #	Add-Num	St-Name	Zip + 4
D4525	PL-SS	607		53165	SYSTEMS ST	92152-7481
D405	PL-SS	621	RM 1	49184	TRANSMITTER RD	92152-7346
D41	PL-SS	621	RM 1	49184	TRANSMITTER RD	92152-7346
D411	PL-SS	621	RM 1	49184	TRANSMITTER RD	92152-7346
D4122	PL-SS	621	RM 1	49184	TRANSMITTER RD	92152-7346
D4124	PL-SS	621	RM 1	49184	TRANSMITTER RD	92152-7346
D3701	PL-SS	622	RM 110	53406	WOODWARD RD	92152-7383
D371	PL-SS	622	RM 110	53406	WOODWARD RD	92152-7383
D405	PL-SS	627	RM 2	49180	TRANSMITTER RD	92152-7343
D4101	PL-SS	627	RM 2	49180	TRANSMITTER RD	92152-7341
D4122	PL-SS	627	RM 2	49180	TRANSMITTER RD	92152-7341
D4123	PL-SS	627	RM 2	49180	TRANSMITTER RD	92152-7341
D4124	PL-SS	627	RM 2	49180	TRANSMITTER RD	92152-7341
TOPSIDE						
D0202	PL-TS	1T		53415	PATTERSON RD	92152-5602
D0213	PL-TS	1T		53415	PATTERSON RD	92152-5602
D028	PL-TS	1T		53415	PATTERSON RD	92152-5602
D0291	PL-TS	200	RM 2	53440	PATTERSON RD	92152-5625
D0295	PL-TS	200	RM 2	53440	PATTERSON RD	92152-5622
D0298	PL-TS	200	RM 2	53440	PATTERSON RD	92152-5622
D03541	PL-TS	27		49275	ELECTRON DR	92152-5435
D82	PL-TS	40	RM 158	49258	MILLS ST	92152-5371
D8201	PL-TS	40	RM 158	49258	MILLS ST	92152-5371
D8202	PL-TS	40	RM 158	49258	MILLS ST	92152-5371
D8203	PL-TS	40	RM 158	49258	MILLS ST	92152-5371
D8205	PL-TS	40	RM 158	49258	MILLS ST	92152-5371
D822	PL-TS	40	RM 158	49258	MILLS ST	92152-5397
D827	PL-TS	40	RM 158	49258	MILLS ST	92152-5381
D842	PL-TS	40	RM 158	49258	MILLS ST	92152-5392
D844	PL-TS	40	RM 158	49258	MILLS ST	92152-5384
D846	PL-TS	40	RM 158	49258	MILLS ST	92152-5386
D8502	PL-TS	40	RM 158	49258	MILLS ST	92152-5382
D8505	PL-TS	40	RM 158	49258	MILLS ST	92152-5382
D87	PL-TS	40	RM 158	49258	MILLS ST	92152-5385
D8701	PL-TS	40	RM 158	49258	MILLS ST	92152-5385
D8702	PL-TS	40	RM 158	49258	MILLS ST	92152-5385
D8703	PL-TS	40	RM 158	49258	MILLS ST	92152-5385
D8705	PL-TS	40	RM 158	49258	MILLS ST	92152-5385
D871	PL-TS	40	RM 158	49258	MILLS ST	92152-5389
D872	PL-TS	40	RM 158	49258	MILLS ST	92152-5390
D873	PL-TS	40	RM 158	49258	MILLS ST	92152-5390
D874	PL-TS	40	RM 158	49258	MILLS ST	92152-5391

Code	Loc	Bldg	Mail Stop Rm #	Add-Num	St-Name	Zip + 4
D745	PL-TS	420		49200	TRANSDEC RD	92152-5590
D321	PL-TS	48		49256	LASER RD	92152-5383
D8202	PL-TS	57		53515	DOW ST	92152-5776
D822	PL-TS	57		53515	DOW ST	92152-5776
D846	PL-TS	57		53515	DOW ST	92152-5773
D03302	PL-TS	58		53560	HULL ST	92152-5301
D0331	PL-TS	58		53560	HULL ST	92152-5302
D0332	PL-TS	58	RM 203	53560	HULL ST	92152-5310
D0274	PL-TS	81		49260	COCHRAN ST	92152-5370
D0207	PL-TS	83	RM 104	49330	ELECTRON DR	92152-5451
D021221	PL-TS	83	RM 123	49330	ELECTRON DR	92152-5452
D02P	PL-TS	83		49330	ELECTRON DR	92152-5451
D721	PL-TS	84	RM 101	49261	MILLS ST	92152-5388
D8308	PL-TS	84	RM 101	49261	MILLS ST	92152-5398
D834	PL-TS	84	RM 101	49261	MILLS ST	92152-5388
D835	PL-TS	84	RM 101	49261	MILLS ST	92152-5388
D0333	PL-TS	87G		49250	BENNETT ST	92152-5330
D033	PL-TS	87T	RM 201	49270	BENNETT ST	92152-5312
D03301	PL-TS	87T	RM 201	49270	BENNETT ST	92152-5312
D03602	PL-TS	87T	RM 201	49270	BENNETT ST	92152-5312
PAYROLL - PICKUP ONLY	PL-TS	88		49330	ELECTRON DR	92152-5451
D871	PL-TS	91		49260	BENNETT ST	92152-5321
D874	PL-TS	91		49260	BENNETT ST	92152-5321
D001	PL-TS	A2	RM 208	53510	SILVERGATE AVE	92152-5763
D001	PL-TS	A2	RM 108	53510	SILVERGATE AVE	92152-5767
D0012	PL-TS	A2	RM 103	53510	SILVERGATE AVE	92152-5765
D027	PL-TS	A2	RM 209	53510	SILVERGATE AVE	92152-5760
D02702	PL-TS	A2	RM 209	53510	SILVERGATE AVE	92152-5760
D02703	PL-TS	A2	RM 209	53510	SILVERGATE AVE	92152-5760
D0271	PL-TS	A2	RM 209	53510	SILVERGATE AVE	92152-5761
D0272	PL-TS	A2	RM 209	53510	SILVERGATE AVE	92152-5762
D033	PL-TS	A2	RM 206	53510	SILVERGATE AVE	92152-5766
D03301	PL-TS	A2	RM 204	53510	SILVERGATE AVE	92152-5764
D0354	PL-TS	A29	RM 119	53645	CATALINA BLVD	92152-5423
D655	PL-TS	A29		53645	CATALINA	92152-5424

Code	Loc	Bldg	Mail Stop Rm #	Add-Num	St-Name	Zip + 4
					BLVD	
Building A33 Unclassified incoming, outgoing, and internal mail is currently being distributed via three robotic machines one per floor.*See note 1						
D00	PL-TS	A33	RM 2025A	53570	SILVERGATE AVE	92152-5025
D001	PL-TS	A33	RM 2053A	53570	SILVERGATE AVE	92152-5072
D0011	PL-TS	A33	RM 2053A	53570	SILVERGATE AVE	92152-5070
D003	PL-TS	A33	RM 1037	53570	SILVERGATE AVE	92152-5185
D009	PL-TS	A33	RM 2010	53570	SILVERGATE AVE	92152-5015
D01	PL-TS	A33	RM 2025A	53570	SILVERGATE AVE	92152-5023
D017	PL-TS	A33	RM 3018	53570	SILVERGATE AVE	92152-5280
D0170	PL-TS	A33	RM 3023	53570	SILVERGATE AVE	92152-5049
D0171	PL-TS	A33	RM 3018	53570	SILVERGATE AVE	92152-5281
D0172	PL-TS	A33	RM 3018	53570	SILVERGATE AVE	92152-5282
D0173	PL-TS	A33	RM 3018	53570	SILVERGATE AVE	92152-5283
D0174	PL-TS	A33	RM 3018	53570	SILVERGATE AVE	92152-5284
D02	PL-TS	A33	RM 2017A	53570	SILVERGATE AVE	92152-5010
D0201	PL-TS	A33	RM 2021	53570	SILVERGATE AVE	92152-5012
D0202	PL-TS	A33	RM 2017A	53570	SILVERGATE AVE	92152-5010
D0203	PL-TS	A33	RM 2017A	53570	SILVERGATE AVE	92152-5021
D0204	PL-TS	A33	RM 2017A	53570	SILVERGATE AVE	92152-5010
D0206	PL-TS	A33	RM 2201	53570	SILVERGATE AVE	92152-5265
D021	PL-TS	A33	RM 2616	53570	SILVERGATE AVE	92152-5249
D0211	PL-TS	A33	RM 2616	53570	SILVERGATE AVE	92152-5253
D02111	PL-TS	A33	RM 2616	53570	SILVERGATE AVE	92152-5241
D02112	PL-TS	A33	RM 2616	53570	SILVERGATE AVE	92152-5247
D02113	PL-TS	A33	RM 2621	53570	SILVERGATE AVE	92152-5246
D0212	PL-TS	A33	RM 2616	53570	SILVERGATE AVE	92152-5251
D02121	PL-TS	A33	RM 2616	53570	SILVERGATE	92152-5251

Code	Loc	Bldg	Mail Stop Rm #	Add-Num	St-Name	Zip + 4
					AVE	
D021211	PL-TS	A33	RM 2616	53570	SILVERGATE AVE	92152-5251
D021212	PL-TS	A33	RM 2605	53570	SILVERGATE AVE	92152-5254
D021213	PL-TS	A33	RM 2616	53570	SILVERGATE AVE	92152-5251
D02121C	PL-TS	A33	RM 2616	53570	SILVERGATE AVE	92152-5251
D02122	PL-TS	A33	RM 2616	53570	SILVERGATE AVE	92152-5252
D029	PL-TS	A33	RM 2202	53570	SILVERGATE AVE	92152-5262
D02902	PL-TS	A33	RM 2202	53570	SILVERGATE AVE	92152-5262
D02905	PL-TS	A33	RM 2214	53570	SILVERGATE AVE	92152-5266
D0299	PL-TS	A33	RM 2618	53570	SILVERGATE AVE	92152-5244
D03	PL-TS	A33	RM 2031	53570	SILVERGATE AVE	92152-5031
D030	PL-TS	A33	RM 2205	53570	SILVERGATE AVE	92152-5011
D0302	PL-TS	A33	RM 2031	53570	SILVERGATE AVE	92152-5031
D035	PL-TS	A33	RM 2223	53570	SILVERGATE AVE	92152-5260
D03501	PL-TS	A33	RM 2223	53570	SILVERGATE AVE	92152-5258
D03502	PL-TS	A33	RM 2223	53570	SILVERGATE AVE	92152-5260
D0351	PL-TS	A33	RM 1305	53570	SILVERGATE AVE	92152-5135
D0352	PL-TS	A33	RM 2217	53570	SILVERGATE AVE	92152-5261
D0353	PL-TS	A33	RM 2222	53570	SILVERGATE AVE	92152-5257
D10	PL-TS	A33	RM 2047A	53570	SILVERGATE AVE	92152-5017
D101	PL-TS	A33	RM 3027	53570	SILVERGATE AVE	92152-5270
D102	PL-TS	A33	RM 2047A	53570	SILVERGATE AVE	92152-5017
D11	PL-TS	A33	RM 2532	53570	SILVERGATE AVE	92152-5048
D11	PL-TS	A33	RM 3027A	53570	SILVERGATE AVE	92152-5271
D12	PL-TS	A33	RM 2310	53570	SILVERGATE AVE	92152-5211
D12F	PL-TS	A33	RM 2310	53570	SILVERGATE AVE	92152-5215
D20	PL-TS	A33	RM 2069A	53570	SILVERGATE AVE	92152-5069
D201	PL-TS	A33	RM 2069A	53570	SILVERGATE AVE	92152-5069
D202	PL-TS	A33	RM 0063	53570	SILVERGATE AVE	92152-5110
D204	PL-TS	A33	RM 0602	53570	SILVERGATE AVE	92152-5111
D20A	PL-TS	A33	RM 2069A	53570	SILVERGATE	92152-5069

Code	Loc	Bldg	Mail Stop Rm #	Add-Num	St-Name	Zip + 4
					AVE	
D21	PL-TS	A33	RM 2062	53570	SILVERGATE AVE	92152-5065
D21	PL-TS	A33	RM 1602W	53570	SILVERGATE AVE	92152-5123
D211	PL-TS	A33	RM 1602W	53570	SILVERGATE AVE	92152-5160
D212	PL-TS	A33	RM 1602W	53570	SILVERGATE AVE	92152-5166
D21B	PL-TS	A33	RM 1602W	53570	SILVERGATE AVE	92152-5155
D21B	PL-TS	A33	RM 0061	53570	SILVERGATE AVE	92152-5112
D21T	PL-TS	A33	RM 0604	53570	SILVERGATE AVE	92152-5062
D23	PL-TS	A33	RM 1605W	53570	SILVERGATE AVE	92152-5155
D231	PL-TS	A33	RM 0604	53570	SILVERGATE AVE	92152-5127
D232	PL-TS	A33	RM 0601	53570	SILVERGATE AVE	92152-5129
D232	PL-TS	A33	RM 0070	53570	SILVERGATE AVE	92152-5126
D233	PL-TS	A33	RM 1605W	53570	SILVERGATE AVE	92152-5155
D233	PL-TS	A33	RM 0070	53570	SILVERGATE AVE	92152-5126
D24	PL-TS	A33	RM 0601	53570	SILVERGATE AVE	92152-5129
D241	PL-TS	A33	RM 0601	53570	SILVERGATE AVE	92152-5129
D242	PL-TS	A33	RM 0601	53570	SILVERGATE AVE	92152-5129
D30	PL-TS	A33	RM 2011	53570	SILVERGATE AVE	92152-5066
D301	PL-TS	A33	RM 2011	53570	SILVERGATE AVE	92152-5066
D3102	PL-TS	A33	RM 2011	53570	SILVERGATE AVE	92152-5066
D40	PL-TS	A33	RM 2057	53570	SILVERGATE AVE	92152-5057
D401	PL-TS	A33	RM 2508	53570	SILVERGATE AVE	92152-5236
D402	PL-TS	A33	RM 2057	53570	SILVERGATE AVE	92152-5057
D403	PL-TS	A33	RM 2508	53570	SILVERGATE AVE	92152-5236
D405	PL-TS	A33	RM 2508	53570	SILVERGATE AVE	92152-5236
D44	PL-TS	A33	RM 0071A	53570	SILVERGATE AVE	92152-5146
D4401	PL-TS	A33	RM 0071A	53570	SILVERGATE AVE	92152-5146
D4402	PL-TS	A33	RM 0071A	53570	SILVERGATE AVE	92152-5146
D4402	PL-TS	A33	RM 1430	53570	SILVERGATE AVE	92152-5140
D441	PL-TS	A33	RM 0071A	53570	SILVERGATE AVE	92152-5137
D441	PL-TS	A33	RM 1430	53570	SILVERGATE	92152-5140

Code	Loc	Bldg	Mail Stop Rm #	Add-Num	St-Name	Zip + 4
					AVE	
D442	PL-TS	A33	RM 0071A	53570	SILVERGATE AVE	92152-5148
D44203	PL-TS	A33	RM 0071A	53570	SILVERGATE AVE	92152-5148
D44204	PL-TS	A33	RM 0071A	53570	SILVERGATE AVE	92152-5148
D44204	PL-TS	A33	RM 1430	53570	SILVERGATE AVE	92152-5140
D44205	PL-TS	A33	RM 0071A	53570	SILVERGATE AVE	92152-5148
D44210	PL-TS	A33	RM 1430	53570	SILVERGATE AVE	92152-5140
D44210	PL-TS	A33	RM 0071A	53570	SILVERGATE AVE	92152-5146
D44215	PL-TS	A33	RM 0071A	53570	SILVERGATE AVE	92152-5146
D4503	PL-TS	A33	RM 1413	53570	SILVERGATE AVE	92152-5142
D70	PL-TS	A33	RM 2037A	53570	SILVERGATE AVE	92152-5035
D701	PL-TS	A33	RM 2037A	53570	SILVERGATE AVE	92152-5035
D701	PL-TS	A33	RM 2404	53570	SILVERGATE AVE	92152-5224
D702	PL-TS	A33	RM 2405	53570	SILVERGATE AVE	92152-5225
D703	PL-TS	A33	RM 2037A	53570	SILVERGATE AVE	92152-5035
D704	PL-TS	A33	RM 2037A	53570	SILVERGATE AVE	92152-5035
D705	PL-TS	A33	RM 2405	53570	SILVERGATE AVE	92152-5225
D721	PL-TS	A33	RM 1047	53570	SILVERGATE AVE	92152-5181
D73	PL-TS	A33	RM 1047	53570	SILVERGATE AVE	92152-5180
D7301	PL-TS	A33	RM 1047	53570	SILVERGATE AVE	92152-5181
D7302	PL-TS	A33	RM 1047	53570	SILVERGATE AVE	92152-5181
D7303	PL-TS	A33	RM 1047	53570	SILVERGATE AVE	92152-5181
D7304	PL-TS	A33	RM 1047	53570	SILVERGATE AVE	92152-5181
D73A	PL-TS	A33	RM 0423	53570	SILVERGATE AVE	92152-5107
D73B	PL-TS	A33	RM 0423	53570	SILVERGATE AVE	92152-5107
D73B	PL-TS	A33	RM 2413	53570	SILVERGATE AVE	92152-5223
D73C	PL-TS	A33	RM 1025	53570	SILVERGATE AVE	92152-5182
D73D	PL-TS	A33	RM 1025	53570	SILVERGATE AVE	92152-5182
D73E	PL-TS	A33	RM 1025	53570	SILVERGATE AVE	92152-5182
D73G	PL-TS	A33	RM 1025	53570	SILVERGATE AVE	92152-5182

Code	Loc	Bldg	Mail Stop Rm #	Add-Num	St-Name	Zip + 4
D73H	PL-TS	A33	RM 2413	53570	SILVERGATE AVE	92152-5223
D73J	PL-TS	A33	RM 2413	53570	SILVERGATE AVE	92152-5223
D73J	PL-TS	A33	RM 0423	53570	SILVERGATE AVE	92152-5107
D73K	PL-TS	A33	RM 0423	53570	SILVERGATE AVE	92152-5107
D80	PL-TS	A33	RM 2063A	53570	SILVERGATE AVE	92152-5063
D801	PL-TS	A33	RM 2063A	53570	SILVERGATE AVE	92152-5063
D802	PL-TS	A33	RM 2063A	53570	SILVERGATE AVE	92152-5063
D803	PL-TS	A33	RM 2063A	53570	SILVERGATE AVE	92152-5063
D805	PL-TS	A33	RM 2063A	53570	SILVERGATE AVE	92152-5063
D805	PL-TS	A33	RM 3301	53570	SILVERGATE AVE	92152-5273
D808	PL-TS	A33	RM 3037	53570	SILVERGATE AVE	92152-5275
D8202	PL-TS	A33	RM 0511	53570	SILVERGATE AVE	92152-5106
D822	PL-TS	A33	RM 2516	53570	SILVERGATE AVE	92152-5235
D827	PL-TS	A33	RM 2505	53570	SILVERGATE AVE	92152-5230
D829	PL-TS	A33	RM 3310	53570	SILVERGATE AVE	92152-5277
D83	PL-TS	A33	RM 1070A	53570	SILVERGATE AVE	92152-5174
D8301	PL-TS	A33	RM 1070A	53570	SILVERGATE AVE	92152-5174
D8302	PL-TS	A33	RM 1070A	53570	SILVERGATE AVE	92152-5174
D8305	PL-TS	A33	RM 1070A	53570	SILVERGATE AVE	92152-5174
D8308	PL-TS	A33	RM 1070A	53570	SILVERGATE AVE	92152-5174
D832	PL-TS	A33	RM 1061	53570	SILVERGATE AVE	92152-5176
D833	PL-TS	A33	RM 1501	53570	SILVERGATE AVE	92152-5150
D84	PL-TS	A33	RM 3043	53570	SILVERGATE AVE	92152-5278
D8401	PL-TS	A33	RM 3043	53570	SILVERGATE AVE	92152-5278
D8402	PL-TS	A33	RM 3043	53570	SILVERGATE AVE	92152-5278
D8403	PL-TS	A33	RM 3043	53570	SILVERGATE AVE	92152-5278
D8405	PL-TS	A33	RM 3043	53570	SILVERGATE AVE	92152-5278
D841	PL-TS	A33	RM 3407	53570	SILVERGATE AVE	92152-5274
D842	PL-TS	A33	RM 3407	53570	SILVERGATE AVE	92152-5285
D85	PL-TS	A33	RM 2505	53570	SILVERGATE AVE	92152-5230

Code	Loc	Bldg	Mail Stop Rm #	Add-Num	St-Name	Zip + 4
D8502	PL-TS	A33	RM 3310	53570	SILVERGATE AVE	92152-5277
D8502	PL-TS	A33	RM 3205	53570	SILVERGATE AVE	92152-5287
D8502	PL-TS	A33	RM 2505	53570	SILVERGATE AVE	92152-5230
D8505	PL-TS	A33	RM 3205	53570	SILVERGATE AVE	92152-5287
D8505	PL-TS	A33		53570	SILVERGATE AVE	92152-5289
D854	PL-TS	A33	RM 3310	53570	SILVERGATE AVE	92152-5277
D858	PL-TS	A33	RM 2516	53570	SILVERGATE AVE	92152-5235
D8612	PL-TS	A33	RM 3232	53570	SILVERGATE AVE	92152-5276
D90R	PL-TS	A33	RM 2048	53570	SILVERGATE AVE	92152-5042
FED-X Receiving	PL-TS	A33		53605	HULL ST	92152-5410
FOIA	PL-TS	A33		53605	HULL ST	92152-5403
D825	PL-TS	A35	RM 111B	49285	BENNETT ST	92152-5790
D859	PL-TS	A35	RM 112B	49285	BENNETT ST	92152-5789
D0296	PL-TS	A4	RM 104	53490	DOW ST	92152-5732
D844	PL-TS	A4	RM 118	53490	DOW ST	92152-5735
D8502	PL-TS	A4	RM 118	53490	DOW ST	92152-5742
D853	PL-TS	A4	RM 118	53490	DOW ST	92152-5743
D655	PL-TS	A80		53550	SILVERGATE AVE	92152-5780
D656	PL-TS	A80		53550	SILVERGATE AVE	92152-5780
D7212	SC				PO BOX 190022	29419-9022
D0205	DC		STE 1139	2451	CRYSTAL DR	22202-4904
D3103	LA		STE 1613	2435	VELA WAY	90245-5500
D3104	GA				ROBINS AFB	
WARMINSTER	PA				P O BOX 5152	18974-0591
D423	PH				700 ROBINS AVE BLDG 2B	19111-5098
D4231	PH				700 ROBINS AVE BLDG 2B	19111-5098
D4232	PH				700 ROBINS AVE BLDG 2B	19111-5098
D4233	PH				700 ROBINS AVE BLDG 2B	19111-5098
D4234	PH				700 ROBINS AVE BLDG 2B	19111-5098
D4235	PH				700 ROBINS AVE BLDG 2B	19111-5098
D93	GUA			PSC 488	BOX 128	96537-1824

Code	Loc	Bldg	Mail Stop Rm #	Add-Num	St-Name	Zip + 4
D931	GUA			PSC 488	BOX 128	96537-1824
D932	GUA			PSC 488	BOX 128	96537-1824
D021101	HI			675	LEHUA AVE	96782-3356
D424	HI			675	LEHUA AVE	96782-3356
D90	HI			675	LEHUA AVE	96782-3356
D902	HI			675	LEHUA AVE	96782-3356
D903	HI			675	LEHUA AVE	96782-3356
D911	HI			675	LEHUA AVE	96782-3356
D912	HI			675	LEHUA AVE	96782-3356
D913	HI			675	LEHUA AVE	96782-3356
D9133	HI			675	LEHUA AVE	96782-3356
D914	HI			675	LEHUA AVE	96782-3356
D915	HI			675	LEHUA AVE	96782-3356
D916	HI			675	LEHUA AVE	96782-3356
D9161	HI			675	LEHUA AVE	96782-3356
D9162	HI			675	LEHUA AVE	96782-3356
D92	JAP			PSC 473	BOX 5	96349-2901
D921	JAP			PSC 473	BOX 5	96349-2901
D922	JAP			PSC 473	BOX 5	96349-2901
D923	JAP			PSC 473	BOX 5	96349-2901
D924	JAP			PSC 473	BOX 5	96349-2901
D9290	JAP			PSC 473	BOX 5	96349-2901
D92T	JAP			PSC 473	BOX 5	96349-2901
TENANTS/CUSTOMERS						
Government Customers	N/A					
Contractor Customers						
CAL DINNING SERVICES	PL-TS	A33		53570	SILVERGATE AVE	92152-5290
DAVE'S SNACK SHOP	OT				N/A	
DUNCAN (Guard Service)	PL-SS	F12		53310	WOODWARD RD	92152-7375
FIRE DEPT	PL-BK	340		49295	McCLELLAND	92152-7130
KG INC (Cleaning Service - new name Olympus)	PL-BK	355		53327	COMBAT RD	92152-7211
MITRE	PL-SS	626		49185	TRANSMITTER RD	92152-7335
PLFCU	PL-TS	A33	RM 1028A	53570	SILVERGATE AVE	92152-5195
PLFCU	PL-BS	174T		49555	STROTHER RD	92152-6410
PSD (Travel Run)	SUBASE	211			N/A	
SATO (Travel Run)	SUBASE	211			N/A	
Employee Service Council Customers						
ARC	PL-MR	T23		53330	CABRILLO MEMORIAL DR	92152-7010

Code	Loc	Bldg	Mail Stop Rm #	Add-Num	St-Name	Zip + 4
SKI CLUB	PL-BK	341		53240	ENGINEER ST	92152-7143
EMPLOYEE SERVICE COUNCIL	PL-TS	A33			N/A	
CAFETERIA CHAIRPERSON	PL-BS	111			N/A	
COMMANDS/TENANTS WHO HAVE VACATED BUT STILL PROVIDE FORWARDING OR RETURN SERVICE ON THEIR MAIL						
D03R			MB #20		P O BOX 45130	92145-2130
ASL				140	SYLVESTER RD	92106-3521
MATRIS				NAS NI	BOX 357011	92135-7011
DOJPR (new name DoD)				6256	GREENWICH DR	92122
LAPETITE ACADEMY				795	COREL CANYON RD	91920
LOCKHEED				30 ST	CHRISTOPHERS LANE	92118
MPL				291	ROSECRANS ST	92106-3505
NPRDC				5722	INTEGRITY DR	38054-5305
NUWC				9284	BALBOA AVE	92123-1501
SPAWRSYS"COM"				4301	PACIFIC HWY	92110-3127
PEO-SCS				4201	PACIFIC HWY	92110-3215

***Note 1:**Service Provider may propose alternative delivery methods for unclassified incoming/ outgoing and SSC SD internal mail inside designated buildings, specifically Topside building A33; Old Town Campus buildings 1 and 2; Seaside buildings 600, 605, and 606; and Bayside building 1. Any alternative must be fully costed, provide secured storage, and service each individual designated mail stop.

Appendix H

Workload Analysis

Specific annual workload for a task listed in this section is based on historical records. Annual workload projections were extrapolated if other historical records did not exist.

TRAVEL OFFICE MONTHLY WORKLOAD REPORT

FUNCTION	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	YTD TOTAL
Single Orders	10	8	13	7	10	3	3	0	2	2	7	4	69
Foreign Orders	20	85	36	51	16	16	15	3	4	0	0	0	246
Blanket Orders	4	6	9	6	10	5	1	4	5	1	0	7	58
Military Orders	0	0	0	0	0	1	2	0	0	0	0	1	4
Invitational Orders	139	172	102	102	93	124	118	69	72	99	93	65	1,201
PCS Orders	7	3	10	1	16	11	9	10	12	11	7	4	101
Cancelled Orders	55	59	67	43	64	100	68	57	76	85	73	69	816
TMP Orders SSC	1,263	1,301	771	853	1,039	1,348	1,047	1,074	1,176	1,269	1,033	746	12,920
TMP Ords SPAWAR	727	545	390	627	612	680	589	605	656	644	707	444	7,226
Tickets Obtained	1,700	1,301	1,161	1,421	1,501	1,897	1,402	1,429	1,808	1,413	1,477	1,512	18,022
Travel Advance	3	4	5	4	2	4	5	3	4	7	2	3	46
Passport Applications	6	8	4	5	3	10	5	9	6	4	3	3	66
Rental Cars Booked	956	1,010	731	402	939	1,060	1,010	1,089	1,016	1,003	990	1,118	11,324
Hotel/BOQ Booked	512	461	300	244	288	459	406	470	401	402	287	168	4,398
NB New Accts	11	8	20	39	14	24	9	16	31	30	16	38	256
NB Delinquent Ltrs	21	26	0	0	0	0	0	72	60	54	43	29	305
NB Cancelled	23	6	7	7	12	13	8	19	2	7	9	6	119
Audits	0	0	0	0	0	0	0	270	0	0	0	0	270
Voucher Summaries	0	0	0	150	126	138	64	128	161	121	142	137	1,167
Vouchers	1,546	1,593	1,567	1,017	1,378	1,923	1,351	2,036	1,949	1,390	1,353	1,110	19,230
Hard Copy Tickets	0	0	0	0	0	396	486	428	649	439	404	454	3,256
TOTAL	7,003	6,602	6,313	4,979	6,123	7,838	6,598	7,791	8,090	6,981	6,646	5,918	80,881

MAIL OFFICE MONTHLY WORKLOAD REPORT

INCOMING

Date	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
Total Incoming mail	47147	69592	70152	62109	75819	102537	89952	81397	83573	75156	74446	62508	894,388
Avg													74,532.33

*Commanding Officer mail averages .6% of total incoming mail

*Special Service mail averages .02% of total incoming mail

OUTGOING

Date	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
Total Outgoing mail	5039	4490	4538	4060	5972	5135	5363	4404	5791	3903	4429	5535	58,659
Avg													4,888.25

*Special Service mail averages .37% of total outgoing mail

Appendix I

Government Furnished Equipment

The Government will provide the following equipment for the Service Provider's use in the performance of requirements contained in this PWS:

MAIL

Item: Computer Hardware and Software	Qty	Condition
Personal Computers (200 MHz, 64 MGB RAM, 3.2 gigabyte hard drive, 17" color monitors, keyboard, & mouse)	One per employee	Good
Data Systems Computers (25 MHz, 16 MGB RAM, 400 MGB hard drive, 14" color monitor, keyboard, & mouse)	1 unit	Good
Zenith Data Systems Computers (25 MHz, 4 MGB RAM, 400 MGB hard drive, 14" color monitor, keyboard, & mouse)	1 unit	Good
HP LaserJet III Printers	2	Good
Epson 800 Color Printer	1	Good
Avery Label Printer	1	Good
Microsoft Office Suite 97 Software (installed on each computer)	1/per	Good
Eudora 3.0 E-mail Software (installed on each computer)	1/per	Good
Netscape Communicator Software (installed on each computer)	1/per	Good
Adobe Acrobat Reader 3.0 Software (installed on each computer)	1/per	Good
USPS Postal manuals (DMM & IMM)	1	Good
Envelope Manager Software (installed - computer "meter area")	1	Good

Item: Office Equipment	Qty	Condition
P-Touch Electronic Labeling System	1	Good
Hunt Boston Electric Pencil Sharpeners	2	Good
HP Office Jet Fax Machine PB39165	1	Good
HP Office Jet Fax Machine PB (Central Files Office)	1	Good
Canon NP 3060 Copier	1	New
IBM Typewriter Wheelwriter 10 Series II (Classified Wrap Office)	1	Good
ISDN compatible telephones (x33839, 34407,36241,34401,34407, 34710 BS)	One per workstation	Good
2-drawer desk	One per workstation	Good

Item: Office Equipment	Qty	Condition
- desk chairs	One per workstation	Good
- side chair	1	Good
Bookcase, 3-shelf	2	Fair

Item: Mail Processing Equipment	Qty	Condition
Mail carts	2	Good
Hand Truck	4	Good
Table, metal mail meter table	1	Good
Table, simulated wood (for computer and printer)	1	Fair
Bins, plastic mail-sorting tubs	300	Fair
Bell & Howell Mail Mobiles (A33, 1 st , 2 nd & 3 rd floor)	3	Good
Pitney Bowes Mail Meter Machine (Meter Area)	1	Good
Date/Time Stamp Machine	1	Good
Comstock Mail Sort Machine (Bldg. 58)	1	Good
Marsh Tape Machines (1 - Meter Area, 2 - Classified Wrap)	3	Fair/Good
Plastic floor mats	17	Good

Item: Keys	Qty	Condition
Keys, Mail Room, Bldg. 58 and 87 Travel	One per employee	

Item: Vehicles	Qty	Condition
Panel Van, Dodge	4	Good
Mini-Van, Dodge	1	Good
Truck, Ford Ranger	1	Good

TRAVEL

Item: Computer Hardware and Software	Qty	Condition
Personal Computer (400 MHz, 64 MGB RAM, 17" color monitor, keyboard, & mouse)	1	Good
Personal Computer (300 MHz, 128 MGB RAM, 17" color monitor, keyboard, & roller ball)	1	Good
Personal Computer (300 MHz, 128 MGB RAM, 17" color monitor, keyboard, & cordless mouse)	1	Good
Personal Computer (200 MHz, 64 MGB RAM, 17" color monitor, keyboard, & mouse – located at Supervisor's home)	1	Good
Personal Computer Gateway (133 MHz, 64 MGB RAM, 17" color monitor, keyboard, & mouse – located at OTC)	3	Good
Personal Computer Gateway (133 MHz, 64 MGB RAM, 17" color monitor, keyboard, & mouse)	1	Good
Personal Computer Gateway (133 MHz, 64 MGB RAM, 17" color monitor, keyboard, & roller ball)	1	Good
Personal Computer Hyundai 12X (with 14" color monitor, keyboard, & mouse)	1	Good
LaserJet HP Printer	1	Good
LaserJet Series II HP Printer	1	Good
LaserJet 5 Printer	1	Good
LaserJet 5L HP Printer	1	Good
Speakers for PCs	7	Good

Item: Office Equipment	Qty	Condition
Panasonic Panafax	1	Good
HP OfficeJet Fax	1	Good
IBM Wheelwriter 1500	1	Good
IBM Wheelwriter Series II	1	Good
IBM Wheelwriter 3	1	Good
Calculator	2	Good
Phones	1 per station	Fair/Good
Cannon 3050 copy machine	1	Good
Shredder	1	Good
Pencil Sharpener	1	New
Stapler – Electronic	2	Good

Item: Office Equipment	Qty	Condition
Chairs	14	Good
Desk Trays – Plastic	5	Good
Desk Trays – Metal	4	Good
Desk Trays – Gray Plastic	4	Good
Desk Trays – Wood	2	Good
Fans	7	6 Good/1 Poor
Shelf, Black Wrought Iron	1	Fair/Good
Shelf, Wood	1	Good
Cabinet, 3 drawers, 28” high	2	Good
Desk, cornered	1 per station	Good
Cabinet, 2 drawer, metal	3	Good
Bookcase, 3 shelf	1	Good
Cabinet, 4 drawer, metal, 28” high	1	Good
Cabinet, 5 Drawer, metal	3	Good
Telephone Head Sets	4	Good
Table, Open Sided	3	Good

Appendix J

Government Furnished Supplies

MAIL

Item: Office Supplies	Condition
Binder Three Ring Side Opening 1" Black	Good
Board Calendar, Wall	Good
Clock, Wall	Good
Date Stamp 1 1/8"	Good
Desk Tray, Stackable Legal	Good
Dictionary, Collegiate	Good
Disk Holder, 45 disk	Good
Pocket Holders (2 boxes)	Good
Ergo Mouse Pad	Good
Folder Drawer File	Good
Folder Hanging File	Good
Glue Sticks (5)	Good
Highlighter, Yellow	Good
Hole Punch, Three Hole (1)	Good
Hole Punch, Two Hole (1)	Good
Ink Stamp Pad, Black (6)	Good
Ink Stamp Pad, Red (2)	Good
Label, 1x2-3/4 In White	Good
Label Continuous Address, White 3-1/2x15/16	Good
Label File Folder, White 3-1/2x5/8	Good
Marker, Dry Erase Black	Good
Marker , Yellow	Good
Marker, Black	Good
Marker, Brown	Good
Marker, Green	Good
Marker, Red	Good
Marker, Fine Black	Good
Mouse Pad	Good
Page Protector, Top Load 8-1/2x11 Shiny	Good
Paper Computer, 14-7/8x11 Standard	Good
Paper Computer, 9-1/2-11 Standard	Good
Paper Copier, 8-1/2x11 White	Good
Paper Copier, 8-1/2x14 White	Good
Pushpin	Good
Rubber Band, Size 32	Good
Rubber Band, Size 64	Good
Stamp Pad, Large	Good
Stamp Pad, Medium	Good
Stamp Pad, Small	Good

Stamp Self Inking, Return to Sender	Good
Stamp Self Inking, Insufficient	Good
Stamp Self Inking, Cancel	Good
Stamp Self Inking, Confidential	Good
Stamp Self Inking, Copy	Good
Stamp Self Inking, Draft	Good
Stamp Self Inking, File Copy	Good
Stamp Self Inking, Original	Good
Stamp Self Inking, Urgent	Good
Stamp Self Inking, Action	Good
Staple Remover	Good
Stapler, Desk Type Standard	Good
Stapler, Hand Held Type	Good
Staples, Heavy Duty	Good
Tab Index	Good
Tape, Double Sided 3/4"	Good
Tape Dispenser, 3" Core	Good
Tape Dispenser, 1" Core	Good
Tape Transparent (Not 3M), 1/2" for 1" Core	Good
Tape Transparent (Not 3m), Matte 1/2" Disposable	Good
Thesaurus	Good
Tissue Facial	Good
Wastebaskets	Good

TRAVEL

Item: Office Supplies	Condition
Stapler (10)	Good
Stapler Puller (10)	Good
Window Envelopes (4 boxes)	Good
Copy Holder (2)	Good
Monitor Raiser (1)	Good
Surge Protector (2)	Good
Book Holder, metal (1)	Good
Book Holder, plastic (2)	Good
Account Books (5)	Good
Steno Pads (5)	Good
Large Mailing Envelopes (30)	Good
Tape, heavy duty (2 rolls)	Good
Staples (4 boxes)	Good
Tape, Scotch (1.5 packages)	Good
Highlighters (5)	Good
Eraser (1)	Good
Eraser Tape (6)	Good
Markers, Dry Erase (3 boxes)	Good
Box, wooden (1)	Good
Print Cartridges, Black (9)	Good
Clocks (3)	Good
Pens (17 boxes)	Good
Paper Clips (1 box)	Good
Folders (30)	Good
Plastic Carrier (2)	Good
Thesaurus (2)	Good
Dictionary (3)	Good
Secretary Handbook (1)	Good

Appendix K Performance Requirements Summary

Requirements	PWS Ref No.	Acceptable Quality Level (AQL)
Mail Services		
Unclassified Incoming/Outgoing and SSC SD Internal Mail	C5.1	<p>Incoming special service mail delivered to appropriate office within one hour of scheduled pick up time. Mail delivered within one workday of receipt.</p> <p>Daily inputs to Mail Accountability Log by COB, and Financial Expenditure Report by COB.</p> <p>The EAD database updated and File Transferred by COB. 95% of the instances comply.</p> <p>Mail consolidated, metered, staged, and Registered delivered to Post Office within one workday of receipt. Input and printout of Meter Log, Reports are generated by COB. End of Month Report is printed, period I cleared last work day of month.</p> <p>Directory service mail processed within one workday of receipt.</p> <p>95% of the instances comply.</p>
Classified Incoming/Outgoing and SSC SD Internal Mail	C5.1	<p>Appropriate number of personnel with a secret clearance and special access authorizations, start of contract. 100% compliance</p> <p>Incoming classified mail, and messages properly handled, delivered, receipt, tracking system, transfer slips, forms and copies filed, distributed within one work day of receipt. Classified outgoing packaged, postage applied forms filled out, and staged for delivery and/or pickup within one work day of receipt. 95% of the instances comply.</p>

App K-1

UNCLASSIFIED

Requirements	PWS Ref No.	Acceptable Quality Level (AQL)
Unclassified and Classified Incoming/Outgoing Special Service Mail	C5.1	<p>Tracking system, transfer slips, forms and copies filed and distributed within one day of completing action.</p> <p>Incoming special service mail processed and delivered within USPS guidelines from time of receipt. Registered mail is delivered to cognizant code within one hour of pick up at the Post Office on Canon Street.</p> <p>Outgoing special service mail received by 3:45PM is processed and delivered to the Post Office on Canon Street or Midway NLT 4:30PM</p> <p>95% of the instances comply.</p> <p>Response to inquiries provided the same day of request. 95% of the instances comply.</p>
Unclassified and Classified CO Mail	C5.2	<p>CO Mail processed, distributed, copies filed within same day of receipt.</p> <p>CF database changes made within one day of receipt.</p> <p>Reading file is prepared correctly and delivered to CO office by 1500 of the last work day of the week.</p> <p>Inquiries are responded to within one hour of receipt.</p> <p>95% of the instances comply.</p>

Requirements	PWS Ref No.	Acceptable Quality Level (AQL)
C6.1.1.1 Official Mail Manager	C5.3	<p>Records, forms, audit reports, etc are maintained, and filed IAW USPS guidelines.</p> <p>Report completed, transferred electronically to COR every six months, each fiscal year</p> <p>OMM Inspection checklist completed, filed annually.</p> <p>95% of the instances comply.</p>
Process travel orders within and outside CONUS	C.5.4	<p>Hard copy travel orders processed within 24 hours of receipt, TM orders tracked and expedited continuously all day, travel packages to be issued at most/least 3 days prior to travel (unless requirement is immediate), copies to accounting offices of hard copy orders and/or itineraries within 24 hours of completion, invitational requirements are handled immediately. 92% of the instances comply.</p>
Passports and Visas applications reviewed.	C.5.4.	<p>Passports and visas should be reviewed and corrected upon presentation and all advisement shall be done in person at that time. 95% of the instances comply.</p>
Navy civilian Permanent Change of Station (PCS) orders reviewed and processed.	C.5.4.	<p>Orders processed within three days of receipt, ticket packages shall be issued 10 days prior to travel, inquiries answered within one day of receipt unless extensive research is required. 95% of the instances comply.</p>

Requirements	PWS Ref No.	Acceptable Quality Level (AQL)
Permanent Change of Station claims assistance	C.5.4.	95% of the instances answered, completed with no customer complaints.
Process temporary duty, electronic travel claims.	C.5.4.	Voucher audits are run continuously on a daily basis, the ADSFTR process is accomplished every day at 1430 and the DFAS 305 Rejection Report is received weekly and reconciled upon receipt. No more than eight discrepancies per month.
Forward random post payment audit requests.	C.5.4.	As DFAS dictates and requests, a copy of the faxed receipts to DFAS from the employees should be filed within three days of receipt from the employees. 95% of the instances comply.
Manage travel card program.	C.5.4.	Applications, increase of credit and ATM limits are completed within 24 hours of receipt; response to inquiries are accomplished within the first 24

Requirements	PWS Ref No.	Acceptable Quality Level (AQL)
		hours. 95% of the instances comply.
Maintain and update Electronic Fund Transfer (EFT) information.	C.5.4.	Input and changes to account information shall be done within one day. 95% of the instances comply.